

Staff Appreciation Week

Subject: Celebrating You – Staff Appreciation Week Activities

To: All Team Members

From: HR & Internal Communications

Date: 03/06/23

Dear Team,

Next week marks our annual **Staff Appreciation Week**—a time for us to honor your dedication, teamwork, and resilience. We've planned a lineup of activities and daily surprises to say thank you for the incredible work you do every day.

Here's what to look forward to:

- **Monday:** Breakfast Bar (Lobby, 8–10 AM)
- **Tuesday:** Surprise Treat Carts Rolling to All Departments
- **Wednesday:** Wellness Workshop + Chair Massages
- **Thursday:** Team Trivia Hour + Prizes
- **Friday:** Catered Lunch + Recognition Ceremony

We're grateful to have you on this journey. Let's celebrate together!

Warmly,

The Communications Team