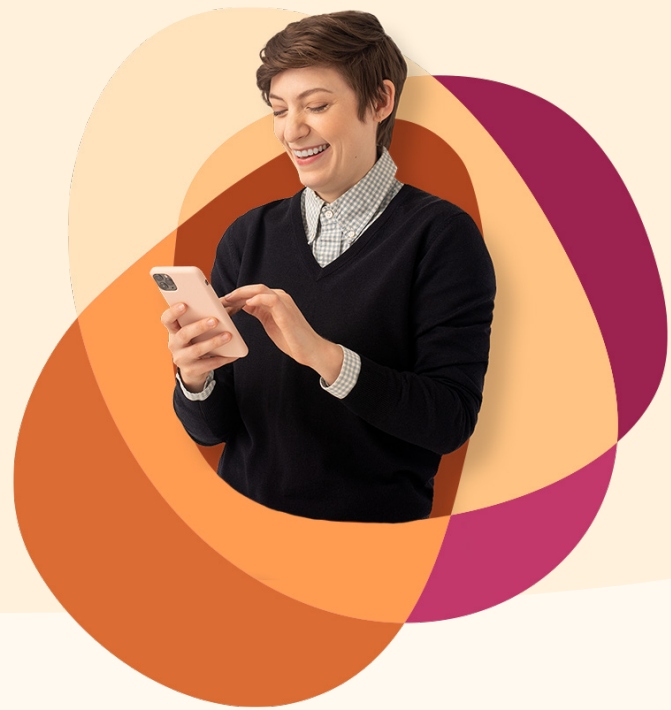**workhuman***

WHAT'S INCLUDED IN THE EMPLOYEE APPRECIATION DAY TOOLKIT?

Visual Templates

The visual templates come in both PowerPoint and InDesign files. Custom toolkit fonts are also included to bring your templates to life (not required).

POSTERS (8.5x11 & 11x17)

Description: Posters that can be used to celebrate Employee Appreciation Day.

File name: R-Template-Visuals-Poster-8HALFx11-EmployeeAppreciationDay,
R-Template-Visuals-Poster-11x17-EmployeeAppreciationDay

DIGITAL SIGNS (16:9 & 4:3)

Description: Digital signs that can be used to celebrate Employee Appreciation Day.

File name: R-Template-Visuals-DigitalSign-4x3-EmployeeAppreciationDay-1,
R-Template-Visuals-DigitalSign-4x3-EmployeeAppreciationDay-2,
R-Template-Visuals-DigitalSign-16x9-EmployeeAppreciationDay-1,
R-Template-Visuals-DigitalSign-16x9-EmployeeAppreciationDay-2

SOCIAL IMAGES (1 INTERNAL & 1 EXTERNAL)

Description: Social images to use internally or externally on social media accounts to promote Employee Appreciation Day.

File name: R-Template-Visuals-Social-External-1200x627-EmployeeAppreciationDay,
R-Template-Visuals-Social-Internal-1200x627-EmployeeAppreciationDay

WEB BANNERS (300x100 & 300x250)

Description: Digital banners that can be used on intranet pages to celebrate Employee Appreciation Day.

File name: R-Template-Visuals-DigitalBanner-300x100-EmployeeAppreciationDay, R-Template-Visuals-DigitalBanner-300x250-EmployeeAppreciationDay

EMAIL BANNER (650x150)

Description: An email banner to promote Employee Appreciation Day and drive employees to your recognition program.

File name: R-Template-Visuals-EmailBanner-650x150-EmployeeAppreciationDay

VIRTUAL BACKGROUNDS (16:9)

Description: Virtual backgrounds to promote Employee Appreciation Day and drive employees to your recognition program.

File name: R-Template-Visuals-VirtualBackground-16x9-EmployeeAppreciationDay

Communications Templates

The communication templates come in either a Microsoft Word or PowerPoint document.

CEO/CHRO EMAIL

Description: An email template that can be further customized and used to celebrate Employee Appreciation Day with all employees. This email is intended to remind employees that they are appreciated and to encourage them to express appreciation to their colleagues using your recognition program.

File name: R-Template-Email-AllEmployees-EmployeeAppreciationDay

CEO/CHRO AWARD MESSAGE SAMPLE

Description: An award message sample that can be further customized and used to recognize all employees through your recognition program.

File name: R-Template-Communications-Planning-Employee-Appreciation-Day-Award-Sample

INTRANET/NEWSLETTER ARTICLE

Description: A newsletter or intranet article template for you to further customize to celebrate Employee Appreciation Day with all employees. The message thanks employees for their contributions and encourages them to use the program to show appreciation to colleagues.

File name: R-Template-Newsletter-EmployeeAppreciationDay

MANAGER HOW-TO GUIDE

Description: A checklist for managers with ideas of how to celebrate employees leading up to and on Employee Appreciation Day.

File name: R-Template-HowTo-Celebrate-EmployeeAppreciationDay

COMPANY SOCIAL POSTS

Description: Sample social media posts that can be further customized for your company to publish to corporate social media accounts.

File name: R-Template-Social-Posts-EmployeeAppreciationDay

EMPLOYEE SOCIAL POSTS

Description: Sample social media posts that can be further customized and provided to employees and/or program ambassadors via email (introductory email verbiage also included) to celebrate Employee Appreciation Day.

File name: R-Template-Social-Posts-EmployeeAppreciationDay