

**PROMPT WO-034**

Write an Employee Recognition Message

Purpose

Use this prompt to create meaningful and professional employee recognition messages that celebrate achievements, acknowledge contributions, and reinforce positive behaviours. It can be used for individual recognition, team awards, anniversaries, or outstanding performance.

DIFFICULTY
 **Beginner**

TIME SAVED
 **10–20 min**

BEST FOR
Recognition

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced People Manager.

Write a professional employee recognition message using the information below.

Employee Name:

[Insert employee name]

Job Title:

[Insert job title]

Reason for Recognition:

[Describe the achievement]

Key Contributions:

[List specific examples]

Impact:

[Explain how the achievement benefited the team, customer or business]



Recognition Type:

[Email, award, meeting announcement, newsletter, certificate, LinkedIn recommendation, etc.]

Audience:

[Individual, team, department or organisation]

Tone:

Professional, genuine, positive and appreciative.

Please:

- Begin by congratulating the employee.
- Clearly explain why they are being recognised.
- Include specific examples of their contribution.
- Describe the positive impact their work has had.
- Express sincere appreciation.
- Finish with words of encouragement for future success.
- Keep the message appropriate for the selected audience.

Return only the completed recognition message.

Example

INPUT

Employee: Daniel Hughes

Job Title: Warehouse Supervisor

Reason for Recognition: Successfully led the warehouse relocation project.

Key Contributions:

- Completed ahead of schedule.
- Zero safety incidents.
- Coordinated multiple departments.
- Maintained normal customer service levels.

Recognition Type: Company-wide email.

EXPECTED OUTPUT

Employee Recognition

Congratulations, Daniel!



I would like to recognise your outstanding leadership during the recent warehouse relocation project.

Thanks to your planning, organisation, and commitment, the project was completed ahead of schedule while maintaining excellent safety standards and uninterrupted customer service. Coordinating multiple departments is never an easy task, but your calm approach and attention to detail ensured everything ran smoothly.

Your dedication has had a positive impact on both the business and your colleagues, and your hard work has not gone unnoticed.

Thank you for your professionalism, leadership, and willingness to go above and beyond. We truly appreciate everything you have achieved and look forward to seeing your continued success.

Congratulations and well deserved!

 **Builder's Tip:** *Recognition is most powerful when it's specific and timely. Rather than simply saying "well done," explain exactly what the person did and why it mattered. This makes praise more meaningful and encourages the behaviours you'd like to see repeated.*

Related Prompts

- WO-031 – Write a Professional Performance Review
- WO-032 – Write Constructive Employee Feedback
- WO-033 – Create a Personal Development Plan
- WO-035 – Conduct a One-to-One Meeting

Tags

EMPLOYEE
RECOGNITION

LEADERSHIP

HR

MOTIVATION

TEAMWORK