

## Subject: Important Update: Changes to Your Recognition Program Budget

Dear [Employee's Name],

We hope you're enjoying the Recognition Program and the positive impact it has in celebrating your colleagues' achievements. We're reaching out to inform you about an exciting update to how your badge points budget will work moving forward.

Currently, there are sending limits in place for each monetary badge. However, we understand that flexibility is important to effectively recognize positive behaviors appropriately. So, starting [effective date], we're making a change that we believe will enhance your experience and better align the badges you give with the actions you want to celebrate.

### What's Changing?

Instead of having a fixed limit per badge, each employee will now receive a **total monthly point allotment** based on your role. You will be able to allocate these points across different monetary badges as you see fit, **as long as you have enough points remaining for each badge you want to send**. This means more flexibility in recognizing the behaviors and contributions that matter most to you and your team.

### Where to See the Changes

To help you keep track of your available points, we've added a **Points Budget Widget** to the Recognition form page. This widget will display:

- **Your total monthly point budget** based on your role.
- **The number of points you have left to give** during the month.

This feature will give you real-time visibility into your available points and help you make sure you're aligning your recognition with the appropriate behavior.

The screenshot shows the 'Recognize' app interface. At the top, there's a navigation bar with icons for Stream, Recognize, Nominate, Tasks, Stats, Users, Badges, Fame, and Rewards. The 'Recognize' tab is active. Below the navigation bar, there's a header with the 'Recognize' logo and a user profile for Brittany Espinoza (Redeems 259pts). The main content area is divided into three sections: 'Choose a badge' (with a plus icon), 'Who do you want to recognize?' (with a text input field and a 'Recipients' section showing 'No recipients have been added.'), and 'Message (optional)' (with a text area and a 'What specifically did they do and what was the impact?' prompt). On the right side, there's a 'Points Budget Widget' highlighted with a red box. It shows '5,000pts REMAINING' and a progress bar indicating '5,000 / 5,000 left this month'. Below the widget, there's a 'Private?' checkbox and a 'Tips' section with the text 'Be specific, genuine, concise, personal, and timely. Learn more'.

## Why This Change?

- **Greater Flexibility:** You'll have the freedom to send points where you see fit, allowing you to more appropriately match the level of recognition with the specific behavior.
- **Enhanced Recognition:** This change will help you better align your recognition with the impact of the behavior, whether it's a small act of kindness or a major achievement.
- **Simplified Experience:** You no longer need to worry about individual badge limits—simply use your points as you see appropriate!

We're excited about these changes and believe they will improve your ability to recognize and reward your colleagues for the great work they do. Should you have any questions or need further clarification, feel free to reach out to [support/contact information].

Thank you for your continued participation in the Recognition Program, and for helping create a positive and appreciative workplace culture!

Best regards,  
[Your Company Name] Recognition Team  
[Contact Information]