YOUR  
LOGO

**COMPANY NAME**

EMPLOYEE-RECOGNITION PROGRAM PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to develop an Employee Recognition Program. We specialize in designing initiatives that celebrate employee achievements, boost morale, and foster a positive workplace culture.  
  
This proposal outlines our approach to creating a comprehensive employee-recognition program for [Client Name].

# Project Objectives

The primary goals are:  
  
- Recognize and reward employee contributions and achievements  
- Improve employee engagement, motivation, and retention  
- Promote a culture of appreciation and positive feedback  
- Align recognition efforts with company values and business goals

# Proposed Services

Our employee-recognition program services include:  
  
- Needs assessment and stakeholder consultations  
- Design of recognition program structure (criteria, rewards, processes)  
- Development of communication and engagement strategies  
- Implementation support and program launch  
- Monitoring, evaluation, and continuous improvement

# Scope of Work

Scope includes:  
  
- Initial assessment and program planning  
- Creation of recognition categories and award structures  
- Development of recognition tools and platforms (e.g., peer recognition portals)  
- Training for managers and staff on recognition practices  
- Program evaluation and reporting

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Assessment & Planning | Conduct needs analysis and develop program structure | [Start Date] |
| Program Design | Create recognition categories, rewards, and processes | [Date] |
| Implementation & Launch | Roll out the program and train staff | [Date] |
| Evaluation & Optimization | Monitor program impact and refine strategies | [Completion Date] |

# Pricing

Estimated cost breakdown for employee-recognition program services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Needs Assessment & Program Planning | Analyze current practices and define recognition goals | [Amount] |
| Program Design & Development | Create recognition structures and tools | [Amount] |
| Implementation Support | Assist with program rollout and staff training | [Amount] |
| Monitoring & Continuous Improvement | Track performance and refine program elements | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of HR consulting and employee engagement solutions.  
  
- Experience: [X] years in designing and implementing recognition programs  
- Expertise: Employee engagement, workplace culture, HR strategy  
- Mission: To help organizations build positive, productive workplaces through meaningful recognition

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Employee-recognition program for a multinational corporation  
- Outcome: Increased employee engagement scores and improved retention rates  
  
Testimonial:  
“[Your Company Name] created a dynamic recognition program that significantly boosted morale and strengthened our company culture.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Service Scope: Includes assessment, program design, implementation support, and evaluation.  
Client Responsibilities: Provide access to internal data, systems, and key stakeholders.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

To approve this employee-recognition program proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_