## Informal internal announcement before final launch

Hello Everyone,

We are happy to share that we are in the process of finalizing our new Achievement Scheme. This initiative will recognize contributions and accomplishments across various categories, including innovation, teamwork, and leadership.

Further details, including nomination procedures and award categories, will be shared soon. We encourage everyone to prepare and participate actively.

Thank you for your enthusiasm and commitment.

Best,

[Coordinator Name]

[Organization Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/achievement-scheme-announcement-letter