

Employee Discount Scheme Announcement Letter

Subject: Introducing Our Employee Discount Program

Dear Team,

We are excited to announce the launch of the Employee Discount Scheme, effective from [Date].

This initiative is our way of showing appreciation for your hard work and dedication to [Company Name].

Under this scheme, all full-time employees will receive up to [percentage]% discount on company products and services. The program also includes special promotional offers throughout the year exclusively for staff members.

Details about eligibility, registration, and usage will be shared via the HR portal. We hope you enjoy this benefit and continue to be proud ambassadors of our brand.

Best regards,

[Name]

Human Resources Department

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