

TALENT RETENTION TOOLKIT

ONE-YEAR ANNIVERSARY MESSAGE

Personal Anniversary Message

An employee's hire date is the career equivalent of a birthday - celebrating an employee's work anniversary is a way of telling them they're important and that you value their contributions. Recognizing work anniversaries can build strong teams, improve engagement and help reduce turnover.

Depending on how the employee prefers be recognized, appreciation can come in a variety of formats, including:

- HEARTbeat eCard
- Traditional greeting card sent to work or home
- Email
- Recognition at team meetings

Personal Anniversary Message Template

Please customize underlined items

"Dear employee name,

Happy one-year anniversary as the job title at organization name!

Thank you for all that you've done this past year to support Fairview's mission and create the best care possible for our patients/customers. The work that you've done on specific accomplishments, along with your behavior, has been a great contribution to our organization.

We are grateful that you joined our team and have shared your talents with us. I look forward to helping you continue to grow in this position and in your career.

Thanks again for all that you do!

Manager Name"

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Team Message

- Go one step further and send an email out to the whole team recognizing the anniversary.
- Circulate a card to all employees for signatures and special messages to the employee.
- One week before the date, send an email out to the employee's colleagues asking for the most notable accomplishments and fun stories about the employee to add into the template below.

Team Message Template

"Congratulations to employee name on celebrating one-year as the job position at organization. We are grateful for all of his/her contributions this past year including _____, _____, and _____ . *Add personal story or fun fact about employee.

Please join me in applauding employee on his/her many accomplishments and thanking him/her for strengthening our department name team."