



THE ULTIMATE HOLIDAY RECOGNITION TOOLKIT

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The holidays are here - a season to reflect, celebrate, and show gratitude to the people who've made this year a success: your employees. We get it - between wrapping up projects and planning celebrations, recognizing your team can feel like one more thing on a very long to-do list. That's where we come in. Here's your Holiday Recognition Toolkit, packed with simple, impactful ways to make your team feel valued. No matter your budget or time constraints. Let's make this season memorable!

1. CREATIVE (AND BUDGET-FRIENDLY) GIFT IDEAS

Gift-giving doesn't have to be expensive to be impactful. Whether it's a small token of gratitude or a personalized touch, your team will value the [meaningful recognition](#) and the sentiment behind it. Here are some ideas:

- **Customized Desk Decor:** Personalized plaques or mini awards with inside jokes or heartfelt messages.
- **Digital Gift Cards:** Starbucks for the coffee lovers, or a [Celebration Card](#).
- **Care Packages:** Small boxes with holiday snacks, self-care items, or locally-sourced goodies.
- **Extra PTO:** The ultimate gift of time! A bonus day off can be a game-changer.
- **Recognition Wall:** If possible, use your company's [appreciation wall](#) or communication platform to highlight accomplishments with public shoutouts.

2. SAY IT LIKE YOU MEAN IT: MESSAGE TEMPLATES

Don't underestimate the power of gratitude. Saying "thank you" or recognizing your team's hard work can go a long way in boosting employee morale and making them feel truly valued.



For the Team Player:

"This year has been full of challenges and your dedication has made all the difference. Thank you for being the glue that keeps this team strong. Wishing you and your loved ones a happy holiday season!"

For the Star Performer:

"Your contributions this year have been nothing short of extraordinary. From [specific achievement] to [specific trait], you've raised the bar for all of us. Thank you for your hard work. Here's to a well-deserved break and a fantastic holiday season!"

For Everyone:

"As the year comes to a close, I want to take a moment to thank you for your hard work, creativity, and team spirit. You've made this year brighter. Happy holidays to you and your family!"

3. RECOGNIZING IN EVERY SETTING

Whether your team is in-office, remote, or hybrid, recognition should feel personal and accessible to all.

For Remote Teams:

- Host a virtual awards ceremony and let your team vote on fun categories like “Zoom MVP” or “Best Virtual Background.”
- Send **personalized e-cards** with a thoughtful note of appreciation.
- Use your recognition platform to publicly highlight team wins and individual contributions.

For In-Office Teams:

- Turn a holiday party or a small team lunch into a fun recognition event with small hand-made awards for achievements like “Keeper of the Office Playlist” or “Email Whisperer Extraordinaire”.
- Create a holiday-themed “Wall of Fame” in the break room with photos and notes about team wins.
- Add a festive twist to daily standups - everyone shares a win or something they’re grateful for.





4. ACTIVITIES TO CELEBRATE TOGETHER

Make recognition part of the fun with these activities:

- **Gratitude Exchange:** Similar to Secret Santa, team members write anonymous thank-you notes to a randomly assigned colleague.
- **Holiday Recognition Tree:** Set up a physical or digital tree where team members can “hang” notes of appreciation for their peers.
- **Year-in-Review Video:** Compile highlights of the year – team achievements, fun moments, and personal shoutouts. Share it during a holiday gathering.



5. A HOLIDAY CHECKLIST FOR HR PROS

Here's a quick guide to ensure you're ready to spread the cheer:

- ☑ **Plan (or adjust) your budget:** Whether you've already set your holiday budget or need to make a few tweaks, it's worth reviewing to ensure your gifts or activities align with your team's expectations.
- ☑ **Communicate early:** Share holiday schedules and recognition plans with your team to build excitement.
- ☑ **Involve leadership:** Encourage managers and execs to send personalized messages or participate in activities.
- ☑ **Use your tools:** Whether it's an appreciation wall or a [gifting solution](#), leverage your recognition platform to make the process seamless.



6. MAKE RECOGNITION A YEAR-ROUND TRADITION

While the holidays are a perfect time to celebrate your team, recognition shouldn't stop when the decorations come down. It's a powerful way to keep the spirit of connection, motivation, and appreciation alive year-round. Every small gesture of recognition strengthens your team and reminds them of their value long after the festivities are over.

At Altrum, we're here to help you carry this momentum forward with solutions that make showing appreciation easy, impactful, and part of your everyday work culture.

This holiday season, let's not just wrap up work; let's wrap our teams in gratitude. They've earned it, and together, we can make recognition a tradition that lasts all year.

Wishing you a season of joy and recognition!

