Printable employee appreciation certificate templates

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I'm not robot!

Recognizing employees, volunteers, students, and even (sometimes) bosses for their hard work is a fundamental building block to creating healthy working relationships. Whether the words of appreciation come with a bonus, are given at a ceremony, or are simply said at a daily meeting, including a certificate of appreciation will give the recipient a lasting memento to remind them of the work they've done, the thanks they've received, and the positive effects they've had on the people around them.Why Use a Certificate of Appreciation?Whether you want to say thanks to your team after the completion of a long project, show grateful appreciation at a daily meeting to a stellar performer, or have included them as part of a larger program of excellence, giving certificates of appreciation is an excellent way to increase team cohesiveness, work-life balance, and productivity. Here are some examples:Workplace Cohesion and Improved Performance – Studies show the positive effects of appreciation at work. For example, a 2007 study by Bakker, Hakanen, Demerouti, and Xanthopoulou found that, "Of all the job resources tested [including supervisor support, innovativeness, appreciation, and organizational climate], appreciation appeared to be the strongest predictor of all work engagement dimensions." In this study, feeling appreciated helped teachers in highly stressful classrooms stay motivated and keep their interactions with problematic students positive.Achieving Work-Life Balance – A study by Dr. Gary L. Bowen, Dean and Kenan Distinguished Professor at The University of North Carolina at Chapel Hill, showed that support given by supervisors can decrease "perceptions of work spillover [into home life], which is a preventive effect, and enhances perceptions of external adaptation, which is a therapeutic effect." When taken with the context of the study by Bakker, et al, this implies that the appreciation shown for workers and volunteers may be a strong predictor of how well employees feel they achieve a work-life balance.Non-Profit Organizations – If you run a not-for-profit organization, then you may have many wonderful, hard working people who have volunteered their time or expertise to your cause. As discussed by the For Purpose Law Group, thanking people who freely offer their help can be tricky. Gift cards, even of the amount of $25 or less, are taxable income that requires the volunteer to report them on their taxes, and requires the organization to make FICA payments. But saying thanks is important. Certificate of appreciation, gift certificate, or an appreciation letter can help bridge the gap between saying nothing and giving your volunteers—the people who help your organization run—a keepsake that they'll cherish for years to come.How to Use Certificates of AppreciationWhen using certificates of appreciation, especially to thank employees or volunteers, consider these best practices:Be sincere. Employees want to feel appreciated. They don't want the appearance of being thanked; they want to be genuinely thanked.Consider creating an excellence program in which certificates of achievement play a part. Studies have shown that "if an organization's recognition program is well structured and effective, it will be a key building block" of its human resources department.Value workers, not numbers. Studies show that employees who feel appreciated will perform better. However, employees who feel they are being insincerely thanked in order to improve a bottom line will not feel appreciated. Instead, they may feel their emotions are being toyed with.Use daily or weekly staff meetings as opportunities to give any kind of achievement award, including certificates of appreciation. But don't overdo it. Creating a schedule in which somebody is presented with an award every week or month means that sometimes awards will be given when they aren't deserved. Only giving awards when they have been earned will help people recognize your sincerity.Be sure to have a few words prepared that include details of the recipient's achievement. For example, if you are appreciating a person for thirty years of service, then be sure to know some of the finer points, such as in what month they started, who hired them, when did you first meet them, etc. Getting started with our editable templates is easy. Simply choose from among the printable certificate templates below, click the link to download, then fill in the details, and print. When you are ready for printing, don't forget to choose and use paper of the appropriate quality. Standard paper can be a good choice, but also consider colored paper or even thicker, higher quality paper stock.If you are at a loss of what to write, please see some ideas for appreciation award wording or 101 effective words to use in recognition. Etsy is no longer supporting older versions of your web browser in order to ensure that user data remains secure. Please update to the latest version. Find something memorable, join a community doing good. All > Certificates > Certificate of Appreciation Thank a friend, colleague or employee for their efforts with Design Wizards certificates of appreciation. There are so many styles to choose from, our designs are versatile and can be used for every possible situation. Our certificates of appreciation mean that you can share your gratitude in a way that represents the hard work that has been put in.   Whether you want to give kudos to your team after a long project, recognize a stand-out performance or just give tribute to someone who has find fun borders like stars and hearts, as well as classic line borders. From here, you can also change colors and size of the border. For Word 2003 users, go to "Format," then "Borders and Shading," then "Page Border." Enter the title of the certificate on the top. Examples: Certificate of Achievement, Certificate of Participation, Certificate of Completion, etc. Use a large font size, between 50 and 70. Choose a font that fits the type of certificate that is being awarded. Press enter a couple of times for spacing. Then, in smaller font (around 30-point size), type "Awarded to," or "Presented to." Move down a couple of rows. Make a line for the individual's name to be handwritten on after the certificate is printed. Leave plenty of room. If applicable, include a subtitle. It should say "For the successful completion of" then enter the appropriate phrase. This should be in the same font as the "Award to" line. Create space for signatures. Near the bottom, place a line (or lines if you want to have more than one signature); then, underneath the line(s), place the title of the person who will be signing. Finally, click on "Save As." In that window, next to "Save as type," scroll down to "Word Template." Then, hit "Save." Showing employees that you appreciate them can improve engagement, retention, productivity and morale.You can demonstrate your appreciation by hosting events, happy hours, volunteer opportunities and annual retreats.Other ways to recognize your team include props, awards, recognition programs, gift cards, fitness opportunities, paid time off and social media accolades.This article is for small business owners and team leaders who want to know some creative ways to recognize their employees.It takes a team to get a business off the ground and keep it running, and business owners with the most talented employees tend to have the most success. But finding and keeping the right talent takes more than good luck. One of the best ways to retain your employees is to show them that they are valued.We asked business leaders for some of the creative ways they show their appreciation and reward their employees. We also rounded up a few of the best tips from top HR blogs.Ways to make employees feel appreciatedHere are some creative ways to show your employees you value them:1. Use a corporate gamification system."Each staff member could claim tasks of their choosing and would receive the point values associated with the tasks upon completion. These points could be redeemed by staff members at a corporate rewards portal for anything ranging from an extra vacation and work-from-home days to company-paid continuing education. It's one thing to appreciate employees in the way that makes sense to you, but the gamification platform we used allowed people to be appreciated in a way that was most meaningful to each individual." – Josh Braaten, CEO and co-founder of Brandata, formerly Brandish Insights2. Let employees give and receive "props.""At Badger Maps, we like to show appreciation on a regular basis and recognize employees for their work. The way we do this is that we all set aside some time at the end of the day every Friday to give props at our 'TGIF meeting.' Anyone on the team can give 'props' to anyone else on the team, which fosters an atmosphere of appreciation, respect and teamwork. It's a time to recognize co-workers for their accomplishments and contributions that week in front of the group and show them respect for working hard and having done something great." – Steven Benson, founder and CEO of Badger Maps3. Feed them."Bring in doughnuts or have a pizza party at lunch on the company dime. People … like to be fed. This type of reward will not only bring your office together [and] … strengthen their interpersonal relationships, but it will also give them the feeling of being appreciated." – Tyler Butler, founder and CEO of 11Eleven Consulting4. Express your gratitude on social media."We recognize our employees on their birthdays and service anniversaries on our social channels. Each post will include a photo and something that highlights that employee's contribution to the organization or an interesting fact that their co-workers and others may not know about them." – Michelle Cardin, account director at Epsilon and former marketing director of Shawmut Communications Group5. Connect rewards to your company."Once a month, each team (marketing, support, product, etc.) presents what we accomplished during the month, and then we all vote on which team had the greatest impact toward our yearly goals. The winning team gets their choice of an experience with a local Homebase merchant or a donation to a nonprofit organization that's using Homebase. The first time my team won, we visited a mini-golf course nearby – that's using Homebase for scheduling – followed by a dinner at a taco shop that also uses Homebase. The team that won last month decided to have Homebase make a donation in their name to the Houston Food Bank, which also uses Homebase to manage their team. It's a great way to show appreciation for Homebase employees while also building a closer connection to the customers we serve." – Ravi Dehar, head of customer acquisition at Punch List and former head of growth at Homebase6. Delegate a team award."With the goal of pushing recognition down from higher-ranking staff members, newly announced program Cash Me at My Best spotlights team members who go above and beyond during [our] busy season. These 'deposits' are then shared at the firm's weekly staff meeting to make the recognition public and promote positive team morale throughout the duration of the busy season." – Sarah Taylor, director of talent and culture at Maxwell Locke & Ritter and former talent acquisition and development manager at Wall, Einhorn & Chernitzer7. Offer fitness opportunities."Since our on-site fitness center opened in January of 2018, many team members made major strides in living healthier. One team member lost over 140 pounds in less than a year, allowing him to buy new clothes at regular department stores. He serves as an inspiration to many other team members attempting to improve their health and wellness." – Jason Trice, co-president and CEO of Jasco8. Give employees extra time off."I think the most valuable way to recognized an employee today is through time off – that is, time off, time to do something else besides work. It could be family, a hobby, a charity or a short vacation. I don't think it needs to be routine or regular and has the most value when it's unexpected." – Mark Valenti, president and CEO of The Sextant Group9. Welcome their feedback."We distribute a quarterly pulse survey [that] allows them to give us [anonymous] feedback about the company at a macro level. We ask a set of 15 questions around teamwork, leadership, career growth, etc. each quarter to measure movement on any dimension. Then we give them three open text boxes to answer the questions: What are we doing well? What do we need to improve? What else is on your mind? We get our results each month with an average participation rate of about 75% and have more than 225 lines of data from the responses to those three open-ended questions. This allows all employees to feel heard and want to contribute to making our company win." – Mai Ton, chief people officer at Kickstarter and former vice president of human resources at White Ops10. Host events for the entire company."Company events are usually quite popular when we do team-building activities. All employees want to feel part of the team and believe strongly in the company. If we can create a positive, fun and flexible workplace, most employees appreciate the independence of knowing they are trusted to get the work done and feel part of a team." – Patric Palm, CEO of Favro11. Celebrate birthdays."If your staff doesn't mind (some may want to fly under the radar on their birthday), celebrate their birthdays! Cater in a meal or get a cake so everyone in the office can take part. Give the employee a day off that they can use whenever they want in the future. Give them a day off from the sales floor. Birthdays are for gifts; what would your staff appreciate the most?" – Sam Campbell, writing for When I Work12. Arrange a wellness day."Employee wellness is a hot topic right now, and a great way to address this and employee recognition at the same time is to bring self-care activities to the office. You can organize on-site massages, mindfulness sessions or fitness classes for the team." – Sophia Lee, writing for Culture Amp13. Provide gift cards."Cash incentives might come with their fair share of difficulties, from clauses in employment contracts to complications with the taxman. But it's pretty easy and relatively cheap to give out store gift cards as a way to show recognition for your employees' hard work. Gift cards let employees choose the reward they'll like the most, too." – Jason Harney, writing for Workstars14. Offer training opportunities."Give your employees the opportunity to further their education – on the company's dime. Send them to a conference, enroll them in an online course, offer tuition reimbursement or give them an opportunity to cross-train with other co-workers to develop new skills." – Natalie Wickham, writing for Quantum Workplace15. Create an employee recognition program.Establish an employee recognition program to formally recognize each staff member throughout the year. You can also have each team create their own program for recognizing their peers on a day-to-day basis. You can have team members provide verbal recognition or take it a step further by giving rewards and incentives to the team members who stand out the most. Consult your employees to determine what type of staff recognition program would be most desirable to them.16. Host happy-hour events.Who doesn't love free food and drinks? One great way to show employees that you appreciate them – and promote team building – is to host happy-hour events. For example, you could take your team out to a fun restaurant or bar, or host a "Beer Thursday," where you stock your office with drinks and encourage employees to relax and mingle at the end of the day. Be sure to include nonalcoholic options to ensure everyone feels comfortable attending.17. Sponsor volunteer opportunities.Giving back to the community is not only the right thing to do; it also makes people feel good. Show you care about your community by sponsoring volunteer opportunities and charitable events. For example, you could sponsor an event in which your entire team volunteers together. Or, you could give your employees a day off to attend a charitable event that is important to them, or offer to donate to a charitable organization on your employees' behalf.Keep in mind that employees will appreciate this type of reward more if the money or aid is going to a cause they are passionate about. Be sure to include your employees in the decisions of how you will give back.18. Plan an annual retreat.If you have the means to do so, plan an annual retreat for your company. Ask employees where they would like to go or what kinds of activities they would like to take part in during the retreat. If the retreat is a success, consider making it an annual event for everybody to look forward to each year.19. Celebrate anniversaries and milestones.Reward your employees for their dedication and loyalty to your organization by recognizing their accomplishments. Make a company-wide announcement for each employee's work anniversary, thanking them for their continued efforts to your organization. If you have an in-office team, decorate the employee's desk with a few of their favorite things to remind them you care.Key takeaway: Some ways to show employee appreciation include offering incentives, recognizing employees on social media, hosting events, giving them extra time off, asking for their feedback, and promoting health and wellness.The importance of employee appreciationHere are some ways an employee appreciation program can benefit your business:It builds trust. If workers can't trust you, your business will not operate smoothly. Employees want to feel like their bosses see them as human beings and have their best interests in mind. According to a survey from Globoforce, 86% of employees felt they could trust managers who had shown them recognition within the past month.It boosts productivity. If workers feel that you care, you will see it in how hard they work. Appreciated employeesfeel invested in the success of a company and will make a more calculated effort.It decreases turnover. Hiring and onboarding a new employee is time-consuming and costly. Because recognizing employees can improve morale, you might be able to reduce your employee turnover rate by showing employees they are appreciated. [See how HR software can help you manage employee incentives and benefits.]It improves brand reputation.In today's age of online reviews and social media, you can be sure that if you treat your employees poorly, people will find out. You don't want to be known as an organization to avoid. Plus, consumers like to support businesses that treat their staff well, and quality candidates are likely to apply to work for those companies.Skye Schooley, Sammi Caramela and Brittney Morgan contributed to the reporting and writing in this article. Some source interviews were conducted for a previous version of this article.

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