

Award Nomination Notice

Dear Team,

We are excited to announce that we are now accepting nominations for this year's **Excellence Award**. This award recognizes outstanding contributions and exceptional performance by our employees.

Nomination Guidelines

- Nominations can be submitted by anyone in the organization.
- All nominations must be submitted by **December 15, 2023**.
- Each nomination should include a brief description of the nominee's contributions and impact.

Submission Process

Please send your nominations to **awards@company.com** with the subject line "Excellence Award Nomination."

We encourage everyone to participate in recognizing the hard work and dedication of our colleagues. Thank you for your commitment to celebrating excellence within our organization.

Best regards,

Human Resources Department