

# Nomination for Outstanding Employee Award

Date: [Insert Date]

To the Award Committee,

I am writing to formally nominate [Employee's Name] for the Outstanding Employee Award. [Employee's Name] has consistently demonstrated exceptional performance and dedication to our team.

Throughout [his/her/their] tenure at [Company Name], [Employee's Name] has achieved [specific accomplishments or contributions]. [He/She/They] exemplifies the core values of our organization, particularly in [mention relevant values or traits].

Additionally, [Employee's Name] has been instrumental in [describe specific projects or initiatives], showcasing [his/her/their] commitment to excellence and teamwork.

In recognition of [his/her/their] outstanding contributions, I wholeheartedly recommend [Employee's Name] for this prestigious award. [He/She/They] truly deserves this recognition, and I believe [his/her/their] efforts inspire others to strive for excellence.

Thank you for considering this nomination.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]