

Request for Nominations for Employee Awards

Dear Team,

We are excited to announce that the annual Employee Awards are approaching! This is a wonderful opportunity to recognize and celebrate the outstanding contributions of our team members.

We invite each of you to submit nominations for your colleagues who have gone above and beyond in their roles. The categories for nominations include:

- Employee of the Year
- Team Player Award
- Innovation Award
- Leadership Award

Please submit your nominations by **[Deadline Date]**. Nominations should include the name of the employee, the category, and a brief description of why you believe they deserve this recognition.

Thank you for your participation in celebrating our team's achievements!

Best Regards,

[Your Name]
[Your Job Title]
[Your Company]