

# Employee of the Month Nomination

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Nomination for Employee of the Month

Dear [Manager's Name],

I am writing to formally nominate [Employee's Name] for the Employee of the Month award for [Month/Year]. [Employee's Name] has consistently demonstrated exceptional performance and dedication to their work.

Some of the key contributions made by [Employee's Name] include:

- [Contribution 1]
- [Contribution 2]
- [Contribution 3]

In addition to their hard work and achievements, [Employee's Name] is also a great team player and has a positive attitude that greatly contributes to our workplace culture.

Thank you for considering this nomination. I believe [Employee's Name] truly deserves to be recognized for their outstanding efforts. Please feel free to reach out for any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]