

# Nomination for Employee Excellence Award

Date: [Insert Date]

To: [Awards Committee/Recipient's Name]

From: [Your Name]

Subject: Nomination for [Employee's Name] for the Employee Excellence Award

Dear [Awards Committee/Recipient's Name],

I am writing to formally nominate [Employee's Name] for the Employee Excellence Award. [Employee's Name] has consistently demonstrated outstanding performance and dedication in their role as [Employee's Position].

Throughout [his/her/their] tenure at [Company Name], [he/she/they] has exceeded expectations in [specific achievements or contributions]. One of the most notable projects was [describe project/achievement], which resulted in [describe positive outcome].

[Employee's Name] embodies the core values of our organization, consistently showing commitment, teamwork, and a strong work ethic. [He/She/They] is respected by peers and management alike and has a positive impact on the team and company culture.

I believe [Employee's Name] is truly deserving of this award and recognition for [his/her/their] exceptional contributions. Thank you for considering this nomination.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]