

Nomination for Outstanding Employee

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am writing to formally nominate [Nominee's Name] for the Outstanding Employee Award. [He/She/They] has consistently demonstrated exceptional performance and dedication to our team and the organization's success.

Since joining [Company's Name] on [Start Date], [Nominee's Name] has contributed significantly to [specific projects, initiatives, or accomplishments]. [His/Her/Their] innovative approaches and commitment to excellence have notably improved [describe the impact].

Furthermore, [Nominee's Name] consistently goes above and beyond [his/her/their] regular duties by [mention any specific examples of how the nominee has shown leadership, collaboration, etc.]. [His/Her/Their] positive attitude and willingness to support colleagues make [him/her/them] an invaluable member of our team.

I believe that [Nominee's Name] embodies the values and vision of [Company's Name], making [him/her/them] the perfect candidate for this honor. Thank you for considering this nomination.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]