

Employee Recognition Award Nomination

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Nomination for Employee Recognition Award

Dear [Recipient's Name],

I am writing to formally nominate [Nominee's Name] for the [Specific Award Name] in recognition of their outstanding contributions to our team and organization.

[Nominee's Name] has consistently demonstrated [specific qualities or achievements, e.g., leadership, dedication, excellence in performance] throughout their tenure. Their ability to [describe specific actions or projects that highlight their achievements] has significantly impacted our team's success.

In addition to their measurable contributions, [Nominee's Name] has also shown [mention soft skills or intangibles, e.g., team spirit, mentorship, exceptional customer service] that set them apart as an exemplary employee.

I believe that [Nominee's Name] embodies the values of our organization and is deserving of this recognition. Thank you for considering my nomination.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]