

Endorsement for Workplace Recognition

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

Subject: Endorsement for [Nominee's Name] for Workplace Recognition

Dear [Recipient Name],

I am writing to enthusiastically endorse [Nominee's Name] for the [specific recognition or award] at [Company/Organization Name]. As [his/her/their] [your relationship to the nominee, e.g., manager, colleague, etc.], I have had the pleasure of witnessing [his/her/their] exceptional contributions and dedication to our team.

[Nominee's Name] consistently demonstrates [specific qualities or achievements that merit recognition, e.g., leadership, innovation, teamwork]. For instance, [provide a specific example or project that highlights their contributions].

Furthermore, [he/she/they] has a remarkable ability to [mention any specific skills or talents that are relevant]. This has significantly impacted our team's success and morale.

I believe that [Nominee's Name]'s dedication and hard work make [him/her/them] a deserving candidate for this recognition. Thank you for considering this endorsement.

Sincerely,

[Your Name]

[Your Position]