

Employee Award Nomination

Dear [Recipient's Name],

I am writing to share the details of the upcoming employee award nominations. This is a wonderful opportunity to recognize the outstanding contributions of our team members.

Nomination Details:

- **Award Name:** [Award Name]
- **Eligibility Criteria:** [Eligibility Criteria]
- **Nomination Deadline:** [Deadline Date]
- **Nominators:** [Who Can Nominate]

To nominate an employee, please complete the nomination form attached and submit it to [Submission Email/Location] by the deadline. We encourage everyone to participate and highlight the exceptional work of our colleagues.

Thank you for your attention to this important recognition program.

Best regards,

[Your Name]
[Your Position]
[Your Company]