

Congratulations on Your Nomination!

Dear [Employee's Name],

We are pleased to inform you that you have been nominated for the [Award Name] in recognition of your outstanding contributions and performance at [Company Name].

This nomination highlights your exceptional work in [specific achievement or project], which has greatly impacted our team and organization.

The final selection will take place on [date], and we encourage you to continue your excellent work until then.

Thank you for your dedication and hard work.

Best regards,

[Your Name]

[Your Position]

[Company Name]