

Nomination for Departmental Award

Date: [Insert Date]

To: [Selection Committee/Recipient Name]

From: [Your Name]

Subject: Nomination for [Nominee's Name] for Innovative Contributions

Dear [Selection Committee/Recipient Name],

I am writing to formally nominate [Nominee's Name] for the [Name of Award] in recognition of their exceptional innovative contributions to our department. Throughout the [time period], [Nominee's Name] has consistently demonstrated outstanding creativity and problem-solving skills that have greatly benefited our team and the organization as a whole.

Specifically, I would like to highlight the following contributions:

- [Contribution 1: Brief Description]
- [Contribution 2: Brief Description]
- [Contribution 3: Brief Description]

These initiatives not only showcase [Nominee's Name]'s innovative thinking but have also led to [impact/results of contributions]. I believe that such contributions embody the spirit of the [Name of Award].

Thank you for considering this nomination. I am confident that [Nominee's Name]'s work will leave a lasting impression, and their dedication deserves to be recognized.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]