

# Departmental Award Nomination for Outstanding Performance

Date: [Insert Date]

To the Awards Committee,

I am writing to formally nominate [Nominee's Name] for the Departmental Award for Outstanding Performance. [He/She/They] have consistently demonstrated exceptional skills, dedication, and commitment to [describe specific responsibilities or projects].

Throughout the past year, [Nominee's Name] has achieved remarkable results, including:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

[He/She/They] have not only excelled in [his/her/their] individual tasks but have also positively impacted the team by [describe teamwork, mentorship, or leadership qualities].

For these reasons, I strongly believe that [Nominee's Name] is a deserving candidate for this honor. Thank you for considering this nomination.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]