

Departmental Award Nomination for Teamwork and Collaboration

Date: [Insert Date]

To: [Recipient's Name]

Department: [Department Name]

Dear [Recipient's Name],

I am writing to formally nominate [Nominee's Name] for the Departmental Award for Teamwork and Collaboration. Over the past [time period], [he/she/they] has demonstrated exceptional skills in working collaboratively with team members and has significantly contributed to our department's objectives.

[Nominee's Name] has shown a remarkable ability to foster a positive team environment, encouraging open communication and mutual respect among colleagues. [He/She/They] played a pivotal role in [specific project or initiative], where [his/her/their] efforts led to [specific outcome or achievement].

Additionally, [he/she/they] consistently goes above and beyond to support colleagues, coordinating teamwork efforts that have enhanced our overall productivity. [His/Her/Their] commitment to collaboration embodies the values we uphold in our department.

For these reasons, I wholeheartedly recommend [Nominee's Name] for this prestigious award. [He/She/They] truly represents the spirit of teamwork and collaboration that we aim to promote within our department.

Thank you for considering this nomination.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]