

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally nominate [Nominee's Name] for the Outstanding Performance Award for their exceptional contributions to [specific project or area].

Throughout [his/her/their] tenure at [Company/Organization Name], [Nominee's Name] has consistently demonstrated remarkable dedication and proficiency in [specific skills or tasks]. [He/She/They] played a pivotal role in [describe a specific achievement or project].

One example of [his/her/their] outstanding performance is [provide a specific example that highlights the nominee's accomplishments]. This not only showcased [Nominee's Name]'s abilities but also positively impacted the team and the organization's objectives.

Furthermore, [Nominee's Name] exhibits exemplary qualities such as [list key attributes: teamwork, leadership, innovation, etc.], and has consistently motivated [his/her/their] colleagues to strive for excellence.

I firmly believe that [Nominee's Name] deserves this recognition for [his/her/their] hard work, commitment, and the substantial impact [he/she/they] has made during [his/her/their] time with us.

Thank you for considering this nomination. I am confident that [Nominee's Name] will continue to inspire and lead through [his/her/their] outstanding performance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]