

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

Dear [Recipient Name],

I am writing to formally nominate [Nominee's Name] for the [Award Name] in recognition of their outstanding contributions to [Company/Project/Team].

[In this paragraph, provide an overview of the nominee's role and responsibilities. Mention specific projects or tasks they excelled in.] During the [specific timeframe], [Nominee's Name] has demonstrated exceptional skills in [mention specific skills] that have significantly impacted [describe the positive changes made]. Their ability to [give specific examples of their contributions or initiatives] has not only enhanced our team's performance but has also fostered a positive work environment.

[Include another paragraph with more detailed achievements and qualities that make the nominee stand out. Use quantifiable data if possible.] Furthermore, [Nominee's Name] exemplifies our company values of [list relevant values], consistently going above and beyond to support their colleagues and drive success. Their dedication and passion are truly an inspiration to us all.

In conclusion, I wholeheartedly recommend [Nominee's Name] for the [Award Name]. I believe they are truly deserving of this recognition for their hard work and commitment. Thank you for considering this nomination.

Sincerely,

[Your Name]
[Your Position]
[Your Company]