**Employee Nomination Letter Format**

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| [Your Name]  [Your Position/Job Title]  [Company Name]  [Company Address]  [Email Address]  [Phone Number]  [Date]  Subject: Nominating {EMPLOYEE NAME} For  [Specify the award, promotion, or recognition]  Dear [Recipient's Name],  I am writing to nominate [Employee's Name] for [Specify the award, promotion, or recognition].  As [Employee's Position/Job Title] in [Department/Team], [Employee's Name] has consistently demonstrated exceptional performance and made significant contributions to our organization.  I wholeheartedly recommend [Employee's Name] for [Specify the award, promotion, or recognition]. His/her dedication, expertise, and positive impact make him/her a deserving candidate.  If you require any additional information or have any questions, please do not hesitate to contact me at [Email Address] or [Phone Number].  Thank you for considering my nomination. I believe that recognizing [Employee's Name] for their exceptional contributions will serve as a testament to our organization's commitment to excellence.  Sincerely,  [Your Name]  [Your Position/Job Title]  [Company Name] |