

Letter nominating an employee for award or recognition

Subject: Recommendation for [Employee Name]

Dear [Recipient Name],

I am honored to recommend [Employee Name] for [Award/Recognition]. [He/She] has consistently gone above and beyond, displaying remarkable dedication, leadership, and excellence in [specific area].

[Employee Name]'s contributions have had a positive impact on our organization and colleagues. I fully endorse [his/her] nomination and believe [he/she] is highly deserving of this recognition.

Sincerely,

[Your Name]

[Title]

[Company Name]

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