

Nomination Letter for Employee

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Nomination of [Employee's Name] for [Position/Role]

Dear [Recipient's Name],

It is with great enthusiasm that I nominate [Employee's Name] for [Position/Role]. [Employee's Name] has been an integral part of our team, consistently showing exceptional performance and dedication.

Performance Highlights:

- **Project Management:** Successfully led multiple projects, delivering on time and within budget.
- **Customer Satisfaction:** Maintained high client satisfaction scores, receiving numerous commendations.

- **Professional Development:** Continuously seeks opportunities for growth and skill enhancement.

Contributions:

Area	Description
Project Management	Led a \$1M project to successful completion
Customer Satisfaction	Achieved 98% customer satisfaction rate
Professional Development	Completed advanced training in [specific area]

I am confident that [Employee's Name] will continue to excel and contribute significantly to [Organization's Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Name]