**Nomination Letter for Employee**

horizontal line

**[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]**