

Sample Award Nomination Letter for Employee

From: Ramona Castillo
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[Date]

To: Vision Truth Ltd.
594 Wilkinson Court
Toledo, Ohio 28493

To Whom It May Concern,

I am writing this letter to nominate Lawrence Ramirez for the Employee of the Month. He is a fabulous employee, a huge asset to our department, and is so deserving of this award and recognition.

Lawrence's customer service skills are exemplary. He is one of the friendliest people that I know, and he always arrives with a smile on his face and a happy greeting for his co-workers.

Although Lawrence is responsible for his own daily tasks, he can often be found assisting other coworkers with their tasks. Lawrence also has an ability to communicate effectively with all of his coworkers, from the director level to our hourly student worker. Below are just a few of the email comments I've received from his class participants:

- "Lawrence is the nice payroll person I've spoken with. He was very patient and answered all my questions."
- "Lawrence's knowledge of payroll is a benefit to us all! I really appreciated how friendly he was and how he made me feel at ease when clearly I was clueless."

Sample Nomination For Outstanding Employee

Judd E. Hollander



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