

**[Mention the name of the sender]**

**[Mention the address of the sender]**

**[Mention the contact details of the sender]**

**[Mention the Email address of the sender]**

**[Mention the date]**

**Subject- Nomination letter for co-workers.**

**[Mention the name of the recipient]**

**[Mention the address of the recipient]**

**[Mention the contact information]**

**Dear [Mention the name of the recipient],**

I'd like you to consider [mention the name of the nominee] as this month's employee of the month who exemplifies office teamwork. He is a model team player who is always willing to assist with projects. He or she recognizes the collaborative nature of the project and works to ensure that everyone feels included and has a say while remaining firm and on track.

Even during this extremely stressful time, he or she can be heard laughing frequently. He or she always tries to remain positive, look for positive outcomes or compromises in difficult situations, and focus on the positive. This employee has been incredible to witness in action this year.

He or she has faced every challenge that has come his or her way and has assisted those around him or her in doing the same. Similarly, our guest speakers and recruiting candidates receive excellent travel and lodging arrangements, as well as a warm personal greeting, and we receive rave reviews from them.

I wholeheartedly endorse my nominee for a [mention the name of the award] Award. He or she is motivated and engaged and serves as a true inspiration. This employee has been incredible to witness in action this year. He or she has faced every

challenge that has come his or her way and has assisted those around him or her in doing the same.

**[Mention the name of the sender]**

**[Mention the phone number of the sender]**

**[Signature of the sender]**