

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

**[Mention the address]**

**[Mention the contact details]**

**[Mention the date]**

**To**

**The**

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

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

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

**Subject- Outstanding leadership award nomination letter**

**Dear [Mention the name]**

I wanted to express my gratitude for all the support and assistance you provided to our entire staff. You've always been willing to give advice while still working hard on your own projects. I appreciate the time and effort you put into redesigning [Mention the name of the company] website. I observed how hard you worked to meet the client's request to entirely redesign the website in a short amount of time, staying up late and occasionally working weekends.

Over the past year, [Mention the name] has effectively boosted the funding for our community engagement program by about [Mention the number] percent. She routinely donates her leisure time to community service to strengthen our organization's ties to the area and its resources. In addition, [Mention the name] supports my commitment to my own personal growth and to taking care of the individuals in our community with whom she works. I firmly feel that Lindsey's ongoing dedication to inspiring and motivating us all is the reason for many of my personal accomplishments inside this company.

Your exceptional performance and unmatched work ethic will help you advance in our organization. We couldn't have imagined how much easier the process would be

without the work you do. I'm interested in watching how you develop inside the organization in the future.

I appreciate all your assistance.

**From**

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

**[Mention the address]**

**[Handwriting signature]**

**[Mention the contact details]**

**[Mention here, if there is any post note to be give]**