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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

[Name of the company]  
[Address]

RE:**[Description of the award]**

I am much pleased to nominate [Name of the nominee]. I am satisfied that (he/she) is the best employee for the award. I have been working with her for **[years/months]** and I have realized that she is a goal-oriented person, efficient and very punctual. She is always ready to share her knowledge of details.

She has done big projects successfully and impressed the management. Her skills are also extended to our clients. She is very welcoming, cheerful, and person any institution could have. This has increased the number of our customers who feel comfortable looking for our services.

Additionally, she has occasionally solved conflicts and difficult situations within working hours. She has received some awards from the non-governmental organization within the country; this was because of taking part in charity activities to help the needy.

I believe these qualities and characteristics need to be appreciated. Therefore, she deserves the award hence nominating her.

Yours faithful

[Signature]