

EMPLOYEE AWARD NOMINATION FORM TEMPLATE

AWARD NOMINATION FORM

EMPLOYEE INFORMATION

Employee Name	[Insert Employee Name]
Job Title	[Insert Job Title]
Department	[Insert Department]
Supervisor/Manager Name	[Insert Supervisor/Manager Name]
Reason for Nomination	[Provide reasoning for nomination]

AWARD CATEGORY

Award Category

- ☐ Outstanding Performance Award
- ☐ Team Player Award
- ☐ Innovation Excellence Award
- ☐ Customer Service Star Award
- ☐ Leadership Excellence Award
- ☐ Special Recognition Award (Specify _____)

Nomination Statement

Please provide a detailed explanation of why you believe this employee deserves the award. Highlight specific achievements, contributions, or behaviors that demonstrate excellence in the chosen category.

[Insert your Nomination Statement]

NOMINATOR INFORMATION

Your Name	[Insert Your Name]
Your Job Title	[Insert Job Title]
Your Department	[Insert Department]
Contact Email	[Insert Contact Email]
Contact Phone Number	[Insert Contact Phone Number]

2-PAGE TEMPLATE

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Sample Nominations Of Classified Employees

Robert R. Redfield



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