
Employee of the Month Nomination Example

Nominee Details:

- Full Name: _____
- Job Title: _____
- Department: _____
- Date: _____

Nominator Details:

- Full Name: _____
- Job Title: _____
- Department: _____
- Contact Number: _____

Nomination Information:

1. Why is this Employee Outstanding?

- _____
- _____
- _____

2. Key Achievements:

- _____
- _____
- _____

3. Examples of Performance:

Performance Aspect	Example
Customer Feedback	
Peer Recognition	
Project Success	
Innovation	
Efficiency	
Reliability	
Leadership	
Collaboration	

Additional Comments:

- _____
- _____
- _____

Approval:

Reviewer Name	Title	Signature	Date