System Staff Council

Nomination Committee

1800 Grant Street

Denver CO 80203

Dear Nomination Committee,

I am writing this letter to nominate John Smith for the President’s Employee of the Year. He is a really great guy and is so deserving of this award and recognition. Let me tell you a little about him.

John is the lead technician on the payroll education team. He is directly responsible for creating and conducting classes on understanding your payroll deductions, among other things. He is always on-time to work and seldom calls in sick. His classes are entertaining and people always say how great they were.

John is one of the friendliest people I know. He always arrives with a smile on his face and a happy greeting for his co-workers. He makes a wonderful addition to the payroll education team because of his expansive knowledge of payroll taxes and other deductions. He can often be found helping the other employees on his team with their classroom prep work. He also orders all of the catering for the classes and will usually stay late after the class to help clean up.

Not once since I have been John’s supervisor have I heard one negative comment about him. He is a real stand-up guy and deserves this award.

Sincerely,

Jacob