**Sample Email Communication:**

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| \* Awards Program Title\*   |
|  The [Insert Division or Department] is happy to announce a new annual awards program to recognize the outstanding achievements of our staff! Any full or part-time regular staff members who have been employed by the department for at least 1 year are eligible for nomination. **The 5 awards will be based on the following categories:*** Leadership
* Collaboration
* Creativity/Innovation
* Operational Excellence/Customer Service
* Flexibility

**How to nominate someone:*** Nominate a colleague using the form attached by [Due Date].
* Describe the specific contributions made by the nominee in one of the 5 categories and the specific impact of the contribution(s).
* Self-nominations are also encouraged!

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|  If you have additional questions, contact [Insert contact and email]. |