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