(Date)

ERAP Selection Committee

2023 UWF Employee Recognition & Awards Program

c/o Human Resources

RE: (Place the name of the nominee here.)

Dear Committee Members,

(The first paragraph should identify your nominee and the award you would like them to receive. Content should include your connection to the nominee, how long you have known the nominee and why you believe the nominee is qualified to receive the award.)

(The second paragraph should identify the specific skills and experience of the nominee which directly relate to the award criteria. Please remember to include specific examples. You are also encouraged to include photos, news articles, links, etc., in your letter.)

(The last paragraph should be a brief summary reiterating why you are recommending the person and conclude with a statement declaring your faith in this person, your hopes for this letter to be informative and of benefit to the committee, and an offer to provide additional information if asked. You may also include your personal contact information if not included below.)

Sincerely,

(Sign Here)

(Your Name)

(Your Signature Credentials (if applicable); Example Below)

Lynne Randall

Employee Relations Coordinator

University of West Florida

850.474.2292