**Recognition Program and Nomination Form**

Do you have a teammate that has displayed exemplary performance or has made a significant contribution to your team? Now you have a way to say thank you!

The employee recognition program is based upon the concept of promoting team spirit. (Company Name) recognizes and values the strength in our teams and will continue to encourage and support efforts in building a team environment.

**Criteria**

Nominations may be made for superior performance and/or contribution by a teammate involving activities such as internal or external customer service, cost savings, productivity/work processes or outstanding citizenship.

**Nominations**

To nominate a teammate, the nomination form below must be completed and submitted to the human resources (HR) department. In the event that there is more than one nomination for that month, all nominees will be put in hat and a name will be drawn. The remainder of the names will be kept for the next drawing.

**Rewards**

Two awards will be given each month. The nominated teammate will receive [insert reward]. The employee who took the time to nominate their teammate will receive [insert reward].

**Program Rules**

In order to be eligible for an award, all nominees must be employed at the time the award is given. Winners and nominators cannot be nominated again within 6 months of receiving the award. All nomination forms must be received by the 25th of every month. The winner will be announced to all staff via e-mail.

**Teammate Nomination Form**

Nominee’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of the nominee’s superior performance and/or contribution to the team:

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_