

[Your Name]
[Your Title]
[Your Department]
Indiana University, Bloomington
[Email Address]
[Phone Number]
[Date]

Dear Members of the Staff Merit Awards Committee,

I am writing to nominate [Nominee's Name], [Nominee's Title] in [Nominee's Department], for the Staff Merit Award. Throughout [his/her/their] tenure at Indiana University, [Nominee's Name] has consistently exemplified the Hoosier Spirit demonstrating excellent performance and unwavering dedication to the IU Bloomington community. I am confident that you will agree, they are highly deserving of this recognition.

1. Ensures Accountability:

[Nominee's Name] consistently holds themselves and others accountable to meet commitments. For example, they [example: led a project] to [describe project], ensuring that every team member met their deadlines and maintained the highest standards of quality. [His/Her/Their] ability to manage responsibilities and oversee the team's performance has earned [him/her/them] the trust and respect of colleagues.

2. Collaboration:

[Nominee's Name] excels in building partnerships and working collaboratively to achieve shared objectives. In a recent initiative, they collaborated with [mention departments or teams], fostering a spirit of teamwork that was crucial to the project's success. [His/Her/Their] ability to unite diverse groups under a common goal is commendable and has significantly contributed to our department's achievements.

3. Instills Trust:

Through honesty, integrity, and authenticity, [Nominee's Name] has gained the confidence and trust of students and colleagues. [He/She/They] handle[s] all interactions with transparency and fairness, which has strengthened our team's cohesion and reliability. For instance, [provide a specific example of how the nominee instilled trust].

4. Values Differences:

[Nominee's Name] recognizes and appreciates the value of diverse perspectives and cultures within our organization. They actively promote an inclusive environment where every individual feels valued and empowered. An example of this is when [he/she/they] [describe a situation where the nominee demonstrated their commitment to valuing differences].

5. Customer Focus:

[Nominee's Name] is dedicated to building strong internal and external partnerships and delivering customer-centric solutions. Their approach to customer service is both proactive and responsive, ensuring that the needs and expectations of our students are consistently met. For example, [provide a specific instance demonstrating the nominee's customer focus].

In conclusion, [Nominee's Name] embodies Indiana University Bloomington's mission to create, disseminate, preserve, and apply knowledge in every aspect of their work. Their exceptional performance, unwavering excellence, and steadfast dedication to our core values make them an outstanding candidate for the Staff Merit Award. I wholeheartedly support this nomination and believe that they will continue to inspire and lead by example.

Thank you for considering [Nominee's Name] for this prestigious award.

Sincerely,

[Your Name]
[Your Title]
Indiana University, Bloomington