



INDIANA UNIVERSITY BLOOMINGTON

Dear Members of the Staff Merit Awards Committee,

I am writing to recommend [Nominee's Full Name] for the Staff Merit Award in recognition of their outstanding performance and contributions to Indiana University. I have had the privilege of witnessing their dedication, commitment, and exceptional performance over the past [duration of working relationship with nominee] during our time at [insert Department name]. [Insert summary statement about why you are supporting this nomination.]

Nominee has consistently demonstrated exceptional performance across various dimensions, aligning perfectly with IU's core competencies. [Insert paragraph(s) highlighting specific example(s) of the Nominee's exceptional performance. Consider referencing the Nominee's performance in relation to the [IU staff competencies](#). Examples can include attitude, teamwork, initiative, commitment to excellence, projects, etc.]

Example: Nominee approaches all aspects of their position with a strong value in collaboration. They continually work to grow partnerships both within our unit and with various campus resources.

Nominee has become the go-to source for information for employees within the Department due to their customer focused mindset. They address every request with the intent of finding a solution, whether that is providing the information themselves or directing the requestor to the appropriate resource.

[Insert paragraph(s) explaining the impact the Nominee has on the department/IU. Examples can include impact on coworkers or teammates, customers or clients, outcomes from projects such as process or efficiency improvements, etc.]

Example: Nominee's commitment to collaboration brings together the members of the team and utilizes individual's strengths to the greatest extent. This impact can easily be seen in team's productivity and outputs.

The impact of Nominee's excellent internal customer service fosters increased productivity and compliance across all work areas within our Department.

[Insert Nominee's name] is a great asset to our Department and the University. I am pleased to provide my support in their nomination and am confident they are deserving of this recognition.

Sincerely,

[Your Name]

[Your Title]

[Your email address]

Indiana University, Bloomington