

23rd June 2020

To,
Mr. Akash Patel
Human Resource Manager



Subject: Nominating Ms. Ananya Patel for the employee of the month award.

Dear Mr. Akash Patel,

I'm writing to recommend Ananya Patel for Employee of the Month. She is a fantastic employee who is a huge asset to our department and fully deserves this award and recognition.

First and foremost, she is dedicated and hardworking. She is extremely organized and committed to constantly learning and developing best practices for managing routine activities in an efficient and effective manner.

She brings a positive attitude and a personal touch. When I began my term as chair, She had developed processes and procedures for managing our department over the years that thoroughly impressed me. As department chairs rotate, this brings consistency and allows each of us to hit the ground running rather than scrambling to orient ourselves.

My nominee easily establishes and maintains relationships with faculty, doctoral students, and our visitors. She actively participates in meetings and events, allowing him or her to understand the department's implicit needs and initiate ideas to support our efforts.

Best Regards,
Amrit Shah

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RD Boyd



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