[Sender’s Name]  
[Sender’s Address]  
[State, ZIP Code]

Date:

[Recipient’s Name]  
[Recipient’s Address]  
[State, ZIP Code]

**Subject: Endorsement Letter for an Award**

Dear [Recipient’ss Name],

I am writing this letter to announce that I am proudly endorsing [name of Endorsee] for [name of Award]. He/She has been my colleague for 5 years and I can vouch for his/her dedication and hard work. I have rarely come across a person who is so attentive to such a dedication and devotion for his/her work. I have always observed that if there is a challenge or a deadline, he/she is the person on whom you can count on.

He/she has always managed to maintain a friendly environment both inside and outside the organization. He/She is quite capable of working under pressure and has always managed to solve stressful situations. In short, we can say that he/she is a lovable person to have around, is a hard worker and always tries to create a positive ambiance. Therefore in my opinion, she is also a deserving candidate for the Employee of the Year Award.

Sincerely,  
  
[Sender’s Name]  
[Sender’s Title]