

Sample Letter Employee of the Year

It is with great pleasure that **SAMPLE HOSPITAL** nominate **SAMPLE CANDIDATE** as hospital Employee of the Year. **CANDIDATE** has been a full-time employee at **HOSPITAL** since June, 2000 and is known for his/her high standard of performance. He/She cares for customers, patients and family members with respect and dignity and is a great asset to this hospital as well as the local and international community.

WORK LIFE/NON-WORK LIFE

CANDIDATE has a passion for nursing and healthcare overall. Not only is he/she a full-time nurse in the Cardiovascular Intensive Care Unit, he/she is working on his her Masters of Science in Nursing as well as his/her Masters of Public Health and is a member of the International Honor Society. One of his/her concerns is for those who do not have insurance benefits but are in need of healthcare services. He/She recently traveled to South America to explore ways to improve healthcare access and delivery in those areas. Last year, **CANDIDATE** spent a great deal of time traveling and studying about the lack of healthcare and the effect on different countries. At home in the United States, **CANDIDATE** is a member of several professional organizations such as the American Association of Critical Care Nurses (AACN) and the American Society of Public Health (ASPH). In his/her spare time, he/she volunteers for the International Rescue Committee of Dallas, a non-profit organization that seeks to help refugees from all over the world integrate and assimilate into the U. S. system. He/She is a member of the North Texas South American Health Initiative, which is a coalition of professional individuals who are seeking ways to improve healthcare in South American countries.

IDEAL EMPLOYEE ROLE MODEL

CANDIDATE is well known throughout the hospital for his/her compassion and energy. He/She is always courteous and helpful to others. He/She is highly respected by his/her peers and appreciated by his/her patients because of the way he/she treats others. **CANDIDATE** adapts his/her plan of care to include and meet the age-specific and cultural needs of his/her patients. He/She is seen as a very positive person of the team and exhibits a “win-win” philosophy. **CANDIDATE** is efficient and thorough in his/her work and finishes the job in a timely manner. The combination of his/her high ethical standards and vast experience enable him/her to be an excellent mentor to other employees. He/She is highly respected by those with whom he/she comes in contact and is an exemplary role model to others in the unit as well as the hospital. **CANDIDATE** represents the hospital well as he/she strives for excellence in problem solving and patient care.

COMPASSION

CANDIDATE’s involvement in the hospital, community and world are a testimony to his/her sense of compassion. He/She shows great concern for the welfare of others and is actively involved in finding solutions to difficult challenges. **CANDIDATE** provides excellent care to his/her patients, often going the extra step to make sure the patients and family members are comfortable and secure. His/Her life is an example of the mission statement of **HOSPITAL**, “We are committed to the care and improvement of human lives.”

EXTRAS

Patient care is his/her mission; healthcare access to all is his/her passion. He/She is a true humanitarian. The energy and enthusiasm with which he/she goes about his/her life are remarkable. **CANDIDATE** emulates warmth, humility and compassion as he/she serves others and always expresses appreciation to others for their efforts. Thank you for considering **CANDIDATE** for the Hospital Employee of the Year Award.