[Date]

Awards Adjudicators

College of Medicine, University of Saskatchewan

Dear Award Adjudicators

I am delighted to nominate [Team Name] for the Team Achievement Award. This award recognizes collaborative efforts that exemplify collegiality, respect, and inclusiveness, and I believe this team has made outstanding contributions in these areas over the past year.

**Specific Actions Demonstrating Collegiality, Respect, and Inclusiveness**

In the last year, [Team Name] has undertaken significant actions that have advanced [specific project or outcome]. Their commitment to collegiality/respect/inclusiveness was evident in how they [describe specific actions, such as facilitating open communication, encouraging diverse perspectives, fostering a supportive environment, etc]. For example, [provide a specific initiative or project that highlights these qualities].

**Exceptional Nature of the Team's Actions**

What sets [Team Name] apart is the exceptional quality of their [Describe how the team’s actions were innovative or surpassed expectations, such as tackling challenges creatively or going above and beyond to support one another]. Their ability to work harmoniously while leveraging each member’s strengths has led to remarkable outcomes that might not have been possible through individual efforts alone, for example...

**Impact of the Team’s Actions**

The impact of [Team Name]’s efforts has been significant and far-reaching. [Describe the measurable outcomes of the team’s actions, such as improvements in processes, successful project completions, enhanced community engagement, etc].

In conclusion, I wholeheartedly endorse [Team Name] for the Team Achievement Award. Their exceptional actions, commitment to inclusiveness, and significant impact on our objectives make them a deserving candidate for this recognition. Thank you for considering this nomination.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]