**Template letter from Branch Chairperson to their Branch members**

Dear Member,

The <Insert Branch> of the Irish Hotels Federation is pleased to announce that we are now accepting nominations for the **Irish Hotels Federation <Insert Branch> Employee of the Year** **Award** 202/22.

The award celebrates and recognises employees who have made an outstanding contribution to their workplace and is a great platform to showcase our industry and the fantastic calibre of people that work with us.

**Entry Criteria is as follows:**

* Nominees must be full-time, permanent employees
* Nominees must be from craft up to supervisory level only
* Nominees must have a minimum of two years’ experience in the industry

When considering nominees employers should give some thought to the employee’s career progression since commencing employment, their ability to learn new skills, the training they have received, aptitude for business and with an ability to promote careers in our industry.

All nominees will be required to undergo an interview carried out by an independent judging panel appointed by the **<Insert Branch>.**

The winning **<Insert Branch>** Employee of the Year will be entered into the IHF National Employee of the Year Award Competition.

Key dates are as follows:

         <Insert Day and Month> – deadline for receipt of nominations.

         <Insert Day and Month> – Interview Panel, headed by <Insert Name> to conduct interviews of nominees

        <Insert Day and Month> – Awards Lunch for shortlisted candidates in <Insert Awards Location> where the winner will be announced.

This is a great way to boost employees’ recognition within the workplace and all members are encouraged to nominate a staff member.

Please find attached a copy of the Nomination Form to be completed and returned to <Insert Name> by <Insert Date>.

Kind regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**<Insert Branch>.**Branch Chairperson