

## **SUPPORTING LETTER GUIDANCE**

Two letters of support must be provided in support of each nomination. The letters should be from people with first-hand knowledge of the nominee (although preferably not in their direct reporting line) who can endorse/validate the nominee's contribution or supply additional information.

Letters of support need to:

- State in the first paragraph the intent of the letter. For example: 'please accept this letter as my unequivocal recommendation of [nominees name]'.
- Indicate the relationship between the letter writer and the nominee and the length of the relationship.
- Confirm that the person is doing what they are being nominated for and that they are known to the organisation they are associated with.
- Include significant, recent achievements that the person has made (achievements should be from the last five years).
- Describe the impact that the person has had. One of the easiest ways to think about impact is to consider what wouldn't exist or happen without your candidate's input.