

# Invitation to Interview for Department Chair Position

Dear [Candidate's Name],

We are pleased to invite you to interview for the position of Department Chair in the [Department Name] at [University Name]. After reviewing your impressive application, we believe you have the qualifications and experience that align with our vision for the department.

The interview is scheduled for [Date] at [Time] and will be conducted [in-person/virtually] via [platform, if applicable]. During this meeting, you will have the opportunity to meet with faculty members and discuss your vision for the department, as well as your experiences and plans in academic leadership.

Please confirm your availability for the proposed date and time. If you have any questions or require accommodations, do not hesitate to reach out.

We look forward to your visit and a fruitful conversation!

Sincerely,  
[Your Name]  
[Your Title]  
[Department Name]  
[University Name]  
[Contact Information]