

Approval for Department Chair Nomination

Date: [Insert Date]

To: [Nominee's Name]

From: [Your Name]

Subject: Approval of Department Chair Nomination

Dear [Nominee's Name],

I am pleased to inform you that you have been nominated for the position of Department Chair for the [Department Name]. After careful consideration of your qualifications, experience, and contributions to our department, I wholeheartedly support your nomination.

Your leadership skills, commitment to excellence, and vision for the future of our department make you an ideal candidate. I am confident that you will carry out the responsibilities of this role with integrity and dedication.

Please feel free to reach out if you have any questions or need assistance during the nomination process.

Best regards,

[Your Name]

[Your Title]

[Your Institution]