

# Confirmation of Department Chair Nomination

Date: [Insert Date]

To: [Nominee's Name]

From: [Your Name]

Subject: Confirmation of Department Chair Nomination

Dear [Nominee's Name],

We are pleased to inform you that you have been nominated for the position of Department Chair for the [Department Name]. Your dedication and contributions to the department have not gone unnoticed, and we believe you possess the leadership qualities necessary for this role.

This nomination will be reviewed by the selection committee, and we will keep you updated on the progress of this process. Should you have any questions or wish to discuss this nomination further, please feel free to reach out.

Congratulations on your nomination!

Sincerely,  
[Your Name]  
[Your Position]  
[Contact Information]