

Dear Sir/Madam,

It gives me immense pleasure and joy today to have been promoted to the post of Head of Department, for Physics. Under your guidance as a Principal, I have been able to see some of the best times in this institute.

On behalf of the entire department of Physics, I would like to appreciate the contribution towards the new Physics Lab which has only been possible because of your unwavering support. We at the Physics department appreciate your stand in getting us the best of lab equipment and promise to show great results in the coming year.

As the new appointed Head of Department, it will not be my duty to ensure everything is in place. And I shall forever be grateful to you for this opportunity.

Thanking you.

Yours faithfully,

(your name)

(your department)

(your contact number)

(your email id)