

[Your Name]  
[Your Position]  
[Your Department]  
[Your Institution/Organization]  
[Date]  
[HOD's Name]  
[HOD's Position]  
[Department Name]  
[Institution/Organization Name]

Dear [HOD's Name],

I hope this letter finds you well.

I am writing to express my heartfelt appreciation for [specific reason or contribution]. Your support and guidance have been invaluable in [mention specific projects, initiatives, or experiences].

Your leadership and commitment to [mention specific qualities or contributions] have inspired not only me but the entire team. It has been a privilege to work under your direction and to learn from your expertise.

Thank you once again for your dedication and for making a positive impact on our department.

Warm regards,

[Your Name]  
[Your Contact Information]