

To be issued on the official letterhead of the home university (Please add your University LOGO instead of this text)

NOMINATION LETTER Staff Mobility for Training

Home University: *[Name of the University]*
Home University Address: *[Official Address]*
Date: *[Day Month Year]*

To whom it may concern,

This letter confirms that *[Full Name of the Staff Member]*, *[Position/Title]* in the *[Faculty/Department]* at *[Name of the University]*, is nominated to take part in the following staff training programme organised by the University of Bucharest:

Title of the Programme: CIVIS Week on African Cooperation and Mobility within the European Universities Initiative
Organising University: University of Bucharest, Romania
Period: 8–12 June 2026

The purpose of this nomination is to allow the staff member to participate in the selection process organised by the University of Bucharest for this programme. Should the candidate be selected, our university agrees to support the completion of all required Erasmus+ mobility documents, including the Mobility Agreement for Training and any administrative formalities requested by the organisers.

For any additional information, please contact:
[Email and phone number of Erasmus/International Office].

Sincerely,
[Name of the Erasmus/International Relations Officer]

[Position]
[Name of the University]

[Signature and Stamp]