

# LETTER OF INTENT / OFFER LETTER FOR MEDICAL CENTER POSITION

September 7, 2007

[Name of applicant]  
[Address of applicant]

Dear Dr. \_\_\_\_\_:

We are pleased to invite you to join the Housestaff of the \_\_\_\_\_ Medical Center as a \_\_\_\_\_ [title] in the \_\_\_\_\_ [department/specialty], as a PGY \_\_\_\_\_ [program year level] for the period \_\_\_\_\_ [insert start date] to \_\_\_\_\_ [insert end date], at a current annual salary of USD \$\_\_\_\_\_ per year.

This initial appointment will be established for a period of no longer than \_\_\_\_\_. It will be renewed on an annual basis for the duration of your residency or fellowship training upon the recommendation of your Program Director and Department Chair, and the Clinical Staff Executive Committee. [Enter length of residency if required.]

## Conditions for Employment

This Letter of Intent / Offer Letter outlines the current applicable institutional policies and benefits provided to Medical Center staff members. Policies and procedures that are mandated by both the hospital and the ACGME are posted on the GME Office Website, at <http://acgme.org>. As a condition of your appointment, you agree to abide by all applicable policies and procedures governing your training and employment. These policies and procedures are subject to change. Further information can be obtained by contacting the Graduate Medical Education Office at \_\_\_\_\_ or through the GMEO website.

Additionally, you must obtain your \_\_\_\_\_ [State] Medical License before you can begin work. If you do not have a permanent \_\_\_\_\_ Medical License, you will need a \_\_\_\_\_ Intern and Residency Medical License. The GME Office will submit your completed license application and fee for you.

The Medical Center also requires both a drug screen and a criminal background check for all employees prior to starting employment. Employees in safety-sensitive positions (which includes the position of \_\_\_\_\_ being offered to you) must complete the Drug and Alcohol Screening High-Risk/Safety-Sensitive Position Testing. This offer is contingent upon the successful completion of a pre-employment drug test. Instructions for scheduling the drug screen and the required form for the criminal background check will be forwarded to you upon your acceptance of this offer, and no later than \_\_\_\_\_ [months/weeks] prior to your hire date. For further information regarding the Medical Center's policy, please visit \_\_\_\_\_ [insert URL for website].

If you are not a US citizen or a US Permanent Resident, you must obtain the appropriate visa and maintain legal permission to work in the United States. Your employment is contingent upon your providing evidence of the appropriate visa and permission to work in the USA to a University official.

## Medical Center Salary Policy

Salary levels are based on the appropriate Post Graduate Year (PGY) in the appointed residency / fellowship training program, according to specialty or subspecialty Board requirements for certification. Only the previous training that is required for certification in the current specialty or subspecialty will be considered in making this determination.

**THIS IS A 5-PAGE DOCUMENT.**