Resident Medical Officer Appointment Letter Template

[Medical Center Letterhead]

[Date]

[Resident's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Resident's Name],

We are excited to offer you an appointment as a Resident Medical Officer at [Medical Center Name]. Your dedication to patient care and medical excellence align well with our values, and we look forward to your contributions.

Resident Medical Officer Position: [Start Date]

Start Date: [Start Date]

End Date: [End Date]

Department: [Department]

Enclosed are the terms and conditions of your residency appointment, including your responsibilities, work schedule, and other pertinent details. Should you have any inquiries or require further information, please do not hesitate to get in touch.

To accept this offer, please sign and return this letter by [Acceptance Deadline]. We eagerly anticipate your positive response and your valuable service to our patients.

Warm regards,

[Your Name]

[Your Title]

[Medical Center Name]