# Nursing Staff Appointment Letter Template

[Healthcare Facility Letterhead]

[Date]

[Nurse's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Nurse's Name],

We are pleased to offer you an appointment as a Nursing Staff member at [Healthcare Facility Name]. Your compassion and dedication to patient well-being align with our mission, and we are excited to have you on our team.

Nursing Staff Position: [Start Date]

Start Date: [Start Date]

End Date: [End Date]

Unit: [Unit Name]

Enclosed are the terms and conditions of your nursing staff appointment, including your responsibilities, shift schedule, and other pertinent details. Should you have any questions or require further information, please do not hesitate to reach out.

To confirm your acceptance of this offer, please sign and return this letter by [Acceptance Deadline].

We look forward to your contribution to the health and care of our patients.

Warm regards,

[Your Name]

[Your Title]

[Healthcare Facility Name]