

# Hospital Job Appointment Letter

Dear [Applicant Name],

We are delighted to inform you that you have been selected for the position of [Job Title] at [Hospital Name]. Your skills and experience have impressed us, and we believe that you will be an asset to our team.

As per our discussions, your start date will be [Date], and your work timings will be [Time]. You will report to [Manager Name] in the [Department Name] department. Your initial salary will be [Salary], and you will be eligible for benefits such as medical insurance, vacation days, and sick leave as per the company policy.

We request you to complete the necessary formalities such as the pre-employment medical examination, police verification, and any other documents required by the hospital. Please bring the originals of all relevant documents for verification during the onboarding process.

During the initial period, you will undergo an orientation program to familiarize yourself with our hospital's policies, procedures, and systems. This program will help you to understand our organization and the various departments and roles.

We are excited to welcome you to our hospital and look forward to your contributions to our team.

Please let us know if you have any questions or concerns.

Sincerely,

[Name of Hospital Representative]

[Title of Hospital Representative]