

Medical Job Appointment Letter Sample

Dear [Candidate Name],

We are pleased to offer you the position of [Medical Job Title] at [Clinic/Hospital Name]. Your experience and qualifications make you an excellent fit for our team, and we are confident that you will make valuable contributions to our organization.

Your start date will be [Date], and you will report to [Supervisor Name]. Your starting salary will be [Salary], and you will be eligible for [Benefits]. As a member of our team, you will be required to work [Hours/Week] and comply with all relevant policies and procedures.

Please review the attached job description and sign the enclosed copy of this letter to indicate your acceptance of the position. You will also need to provide the following documentation before your start date:

- Proof of eligibility to work in the United States
- Your current resume and contact information for three professional references
- Copies of all relevant licenses and certifications
- Your educational transcripts and diplomas

In addition, you will be required to complete a pre-employment drug screening and background check. These screenings must be completed before your start date, and any negative results may result in the revocation of this job offer.

We look forward to welcoming you to our team and are confident that you will make valuable contributions to our organization. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Title]

[Clinic/Hospital Name]