

Job Offer Letter to Doctor

Springfield General Hospital

123 Health Drive

Springfield, IL 62704

United States

Phone: (217) 555-0200

Email: hr@springfieldgeneral.com

October 1, 2024

Dr. Emily Stanton

4567 Wellness Lane

Chicago, IL 60614

Dear Dr. Stanton,

We are pleased to extend to you the offer of employment for the position of Staff Physician in our Internal Medicine Department at Springfield General Hospital. We believe your expertise and passion for healthcare will greatly enhance our team's capabilities and our patients' experiences.

Position Details:

Job Title: Staff Physician, Internal Medicine

Start Date: January 5, 2025, or another mutually agreed upon date

Job Location: Springfield General Hospital, 123 Health Drive, Springfield, IL 62704

Reporting To: Dr. John Carter, Chief Medical Officer

Job Description: You will be responsible for providing comprehensive medical care to patients, participating in rotational on-call schedules, and contributing to departmental meetings and hospital committees.

Compensation and Benefits:

Salary: \$200,000 per year payable in bi-weekly installments

Benefits: Comprehensive malpractice insurance, full medical, dental and vision plans, retirement plan with employer match, five weeks paid vacation, and funding for continuing medical education

Bonus (if applicable): Eligibility for annual performance-based bonuses up to 15% of base salary

Terms of Employment:

Your employment with us will be on a full-time basis. This position requires rotational on-call duties including weekends and holidays.

Credentialing: All offers are contingent upon successful completion of credential verification, background checks, and medical licensure.

Professional Development: The hospital supports attendance at national conferences and additional certification courses.

Additional Details:

You are required to maintain confidentiality regarding patient information and hospital procedures in accordance with HIPAA regulations.

We are excited about the potential you bring to our institution. Please confirm your acceptance of this offer by signing and returning this letter by October 15, 2024.

We look forward to your positive response and anticipate your valuable contributions to our team. If you have any questions or need further clarification about any aspect of this offer, please do not hesitate to contact me directly at (217) 555-0200 or hr@springfieldgeneral.com.

Sincerely,

Jane Doe

Human Resources Manager

Springfield General Hospital

hr@springfieldgeneral.com

Phone: (217) 555-0200