
Hospital Job Appointment Letter

XYZ Hospital

123 Wellness Street

Hometown, NY 12345

Email: hr@xyzhospital.com

Phone: 555-123-4567

Date: May 27, 2024

Dr. Sarah Thompson

456 Maple Street

Hometown, NY 12345

Dear Dr. Thompson,

Subject: Job Appointment Letter

We are pleased to inform you that you have been selected for the position of **Resident Physician** at **XYZ Hospital**. We were impressed with your medical expertise, experience, and dedication to patient care, and we are excited to have you join our team.

Position Details:

- **Job Title:** Resident Physician
- **Department:** Internal Medicine
- **Start Date:** July 1, 2024
- **Reporting To:** Dr. John Smith, Chief of Internal Medicine
- **Work Location:** XYZ Hospital, 123 Wellness Street, Hometown, NY 12345

Compensation and Benefits:

- **Salary:** \$120,000 per annum, paid monthly
- **Benefits:** Health insurance, malpractice insurance, retirement plans, CME allowances
- **Other Perks:** Relocation assistance, professional development opportunities, flexible working hours

Responsibilities:

As a Resident Physician, your primary responsibilities will include, but are not limited to:

- Diagnosing and treating a variety of medical conditions
- Conducting routine check-ups and health assessments
- Prescribing medication and treatment plans
- Referring patients to specialists as needed
- Maintaining accurate patient records
- Participating in continuing medical education and professional development
- Working collaboratively with other healthcare professionals to provide high-quality patient care

Working Hours:

Your working hours will be from 8:00 AM to 5:00 PM, Monday to Friday. You may be required to be on-call and work additional hours as necessary to fulfill your duties.

Probation Period:

You will be on a probation period of six months, starting from your first day of work. During this period, your performance will be reviewed, and upon satisfactory completion, you will be confirmed as a permanent employee.

Terms and Conditions:

Please find enclosed a copy of the hospital's employee handbook, which details our policies and procedures. We expect you to comply with all the hospital rules and regulations.

Acceptance:

Please sign and return a copy of this letter by June 15, 2024, to confirm your acceptance of this offer. We look forward to your positive response and are excited to welcome you to XYZ Hospital.

If you have any questions or need further information, please do not hesitate to contact Dr. John Smith at john.smith@xyzhospital.com or 555-987-6543.

Congratulations and welcome aboard!

Sincerely,

Michael Anderson
HR Director
XYZ Hospital