

SAMPLE

Date

Dear Dr. ____:

We truly enjoyed meeting you during your recent visit to (COMMUNITY) and trust that your experience was equally positive. Our impression is that you are an outstanding match for our community and its (SPECIALTY) needs and hope that you feel the same.

This letter will confirm our offer to you and your acceptance contingent upon approval of final contract, references, (STATE) licensing, and credentialing. Keep in mind that this is a preliminary letter of agreement and may not be all-inclusive; we can discuss further details and incorporate them into our final agreement if necessary. The offer is as follows:

Terms of Offer

Your offer will be granted through an agreement between yourself and (FACILITY). As part of that agreement, you will be supported with the following:

- 1. Salary
- 2. Sign-On or other incentives
- 3. Production Incentive
- 4. Major benefits including but not limited to:
 - a. PTO
 - b. CME
 - c. CME Allowance
 - d. Health, Dental, Vision
- 5. Relocation allowance

Offer Letter, Credentialing and Agreement

We request your assistance and cooperation by promptly completing the necessary applications, including the credentialing packet (and whatever documents are needed), which will be provided to you. This will enable you to begin practicing as scheduled; in addition, we will be sending you a formal agreement.

This letter of acceptance is contingent upon the satisfactory completion of all references and credentialing. This letter of acceptance must be signed prior to the release of the formal agreement.

Your signature below accepts the terms and conditions of this letter of acceptance. Execution of this document represents the intent of (FACILITY) to cease recruiting efforts for this position and the intent of (CANDIDATE) to accept this position while both parties work in good faith towards the completion of the final agreement. We will prepare your formal agreement once we have received this acceptance document.

Candidate Name and Specialty

Date

Facility Representative Name and title

Date

