

Disclaimer: *This is for reference and any legal document should be reviewed by legal council*

Employee offer letter

Dear [*Dr. name*],

Our [*clinic*] was excited to meet and get to know you over the past few [*e.g. days/weeks*]. It is my pleasure to offer you a position at [*place of employment*] in the role of [*Job_title*]. This a fixed-term position that will start on [*start date*] and end on [*end date*].

You will work [*e.g. from Monday to Friday, 9 a.m. to 5 p.m.*] and you will report to the Head of our [*e.g. Marketing*] department.

We offer you the following compensation and benefits:

- Monthly gross salary of \$X
- X days of paid vacation leave per month
- [*Mention additional benefits that may apply, e.g. free snacks*]

We would like to have your response by [*date*]. In the meantime, please feel free to contact me or [*Manager_name*] via email or phone on [*provide contact details*], if you have any questions.

We are all looking forward to having you on our team.

Best regards,
[*Your name*]

Signatures:

Company Representative (Sign)

Company Representative (Print)

Date

Candidate (Sign)

Candidate (Print)

Date