EXAMPLE
INSTRUCTOR/FELLOW OFFER LETTER

Date

Name
Address
City, State  Zip Code

Dear           :

Thank you for your interest in the Pediatric (insert specialty) Instructor/Fellow position at the University of Alabama at Birmingham. Based on your application and interview(s), the members of the Division of (blank) were impressed with your credentials and your commitment to a career in Pediatric (insert specialty).

At this time, we would like to offer you an Instructor/Fellow position in the Department of Pediatrics, Division of (insert specialty) at the University of Alabama at Birmingham and the Children’s Hospital of Alabama effective ________. This faculty position is in conjunction with your fellowship status and therefore, effective only during the period of your fellowship. Annual reappointment is contingent upon satisfactory performance. A valid license to practice medicine in the State of Alabama is required, as well a current Alabama Controlled Substance license and a Federal DEA. (If applicable, your visa status must be approved by the Immigration and Naturalization Service). In addition, this position is non-tenured and on a non-tenure track. Your salary will be ($________) per annum. You will be paid by the University for your teaching and education activities with the remaining portion of your salary being paid by the Health Services Foundation for your patient care activities.  Note: Salary is subject to change due to possible increase.

The duties involved in this position are those outlined to you as a Fellow with special emphasis on your teaching activities.

As with all faculty appointments, final approval rests with the Dean(s), Provost and the President of the University; however, I do not anticipate any problems with this.

Your signature below indicates your acceptance of this position.

Sincerely yours,

Fellowship Director      Division Director
Title        Title

Sergio Stagno, M.D.
Katharine Reynolds Ireland
Professor and Chairman

Accepted:  ________________
Date:  ____________________