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
Title

Division Director
Title

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

Accepted: _____________________________
Date: _______________________________
EXAMPLE
SUB-SPECIALTY RESIDENT OFFER LETTER

Date

Name
Address
City, State Zip Code

Dear :

Thank you for your interest in the Pediatric (insert specialty) Sub-specialty Resident program at the University of Alabama at Birmingham. Based on your application and interview(s), the members of the Division of ______ were impressed with your credentials and your commitment to a career in Pediatrics (insert specialty).

At this time, we would like to offer you the position of Sub-specialty Resident in the Department of Pediatrics, Division of (insert specialty) at the University of Alabama at Birmingham and the Children’s Hospital of Alabama effective (insert date). Annual reappointment is contingent to satisfactory performance. A valid license to practice medicine in the State of Alabama is required, as well as a current Alabama Controlled Substance license and a Federal DEA. The current salary is ($______) per year. 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.

Please indicate your acceptance of this position by signing below where indicated and returning this original letter to me. A copy of this letter is enclosed for your records.

Again, all members of the Division are excited about the possibility of your joining us in (month and year). If you have any questions or would like further information, please do not hesitate to contact me.

Sincerely,

Fellowship Director
Title

Division Director
Title

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

Accepted: _____________________
Date: _____________________