

March 24, 2021

Jane Me
234 East 149th Street
Bronx, NY 10451

Dear Dr. Doe :

Congratulations on your match with us, and welcome to the Lincoln Medical Center Psychiatry residency program. Your contract dates are from **July 1, 2020 to June 30, 2021**, contingent on your compliance with our institutional policies governing postgraduate trainee appointment process.

You will join the program as a categorical/Preliminary Program Level(PL) ____resident. Your CIR/SEIU house staff salary is \$ _____ as a PGY _____ based on your years of accredited post graduate experience.

Your employment is contingent on a satisfactory completion of the following: Medical Clearance, Background Investigation; and Credentialing verification

As an indication of your acceptance of this position, please sign this letter and forward it immediately to this office, if we do not receive this offer letter with your signature within 30 days of your receipt, our offer may be withdrawn. By accepting this position, you agree to the roles and responsibilities of a medical resident. You will be evaluated at the end of each rotation, semi-annually and at the end of your training year in accordance with the ACGME six core competencies and based on the Psychiatry milestones. Please note, it is an institutional policy that you must successfully pass the USMLE Step 3 prior to promotion to the PL3 year of the training program. If you do not successfully pass the exam by November 15 of your PL 2 year you will receive a non-renewal of contract for the next academic year.

Enclosed you will find your employment package and schedule. Please complete all documents prior to arrival and pay specific attention to the instructions and deadlines.

Please call the Employee Health Department at _____ to schedule your health clearance appointment, the Human Resources department at _____ to schedule your employment clearance appointment and _____ to schedule your credential clearance appointment as soon as possible. It is required that you complete all three (3) clearance appointment before June 12, 2017, to allow sufficient time to complete credentialing and employment clearance before July 1 2021.

Please bring the following original documentation for verification: Medical School diploma, valid ECFMG certification if applicable, documentation of previous training if applicable, USMLE score reports and Employment eligibility verification as outlined on page 9 of the USCIS Form I-9. Your final transcript was not uploaded in ERAS. Therefore, please request that your medical school send your official final transcript to:

If there are any questions or assistance you may require please do not hesitate to contact this office.

Again, I am pleased to welcome you to the program and look forward to working with you this coming academic year.

Sincerely,

_____, MD
Program Director
Residency Program

Resident Signature

Date