SAMPLE Offer Letter / Contract from 2017
(will be updated for 2018 in March 2018)

CATEGORICAL

March 22, 2017

Dear

I am pleased to formally offer you a position as a PGY1 intern in the Department of Internal Medicine at The University of Texas Southwestern Medical Center Residency Training Program.

- ***Duration of Appointment***:
  This letter constitutes an offer for the first year of training, from ***6/17/17 - 6/30/18***, with the understanding that you are also agreeing to commit to participation in our 3-year residency training program, graduating on 6/30/20. You will be required to sign another letter of intent before you begin your 2nd and 3rd years of training. Please note that advancement each year is contingent upon successful completion of the preceding year's training.

  For this coming academic year, you will be required to do online training between 6/17/17 – 6/20/17; your first day to report on-campus for IM Intern Orientation will be Tuesday, June 20st. More details will be emailed to you over the coming weeks.

- ***Financial Support:***
  Remuneration will be at the **PGY1 level with an annual salary of $58,199,** which will be paid by Parkland Health and Hospital System (PHHS). Health Insurance will be provided by PHHS (please review Resources section on webpage: http://www.parklandhospital.com/gme/benefits.html).

- ***Appointment Information:***
  A formal contract and paperwork dealing with hospital issues is handled by PHHS and our GME office; more info/forms will be emailed to you in the next couple of weeks. In addition, an email with details on how to apply for your Texas Medical Board (TMB) Physician-in-Training Permit (PIT) will be sent to you from Parkland's GME office in 4-6 weeks. Please apply as soon as you receive that email in order to receive your permit in a timely manner.

- ***Governing Policies and Procedures:***
  Residents will, at all times, be governed by the policies and procedures of the University of Texas Southwestern Medical Center, as well as those of the training hospital institutions – for more info, check out: http://www.utsouthwestern.edu/education/graduate-medical-education/policies.html

Please acknowledge your acceptance by signing and completing the 2nd page of this letter by **March 25, 2017**. Any questions regarding this offer, please email: Lynne.Anderson@UTSouthwestern.edu.

We are very pleased that you will be joining our program!

Sincerely,

Salahuddin Kazi, M.D.
Internal Medicine Vice Chair of Education
Program Director, IM Residency Training Program

1) ***Full Legal Name (how it appears on birth certificate or passport):***

First Name: ***Middle Name:*** ***Last Name:***

2) ***Preferred First name*** *(how you like to be addressed by co-workers / friends):*

3) ***Date of Birth (MM/DD/YY):*** ***Intern Type:***

4) ***Full Mailing Address** (where we can 'snail' mail onboarding items this Spring, if needed):***
Street Address (including apt #, if needed):
City: *State/Country:* *Zip Code:*

The above address belongs to:

5) ***Marital Status:*** ***FN & LN of Significant Other*** *(or N/A):*

6) ***UTSW Program of Significant Other*** *(enter N/A if not applicable):*

7) ***Specialty Interest (Cardiology, GI, Academic Medicine, etc.):***

8) ***Which clinic would be most appealing to be assigned during your intern year – PCIM, PRIME or no preference?***

9) ***Please list any languages (beside English) that you speak fluently, or at least well enough that you could converse with a patient in that language.***

10) ***Anything else you'd like us to know in regards to your scheduling and/or specialty interests?***

I hereby accept the offer of PGY1 Intern at UT Southwestern for 2017-2018

_____ _____ _____

Date ***SSN*** *(if you do not have one, enter 9's)* ***NPI #*** *(see page 3)****

Accepted:

_____

Signature