

Date:

Dear Dr. _____,

We are pleased to offer you a position as a **Resident/Fellow** (pick one) in the _____
(indicate level) training level of the **ACGME accredited (indicate name of)**
_____ **Program**

The training position will begin on July ____, 20__ and it is expected you will complete
the program in June 20__.

Your position is contingent upon successful completion of the credential and employment
processes prior to the start date.

You will be paid at the PGY ____ level of \$_____.

Please indicate your acceptance by signing both original letters enclosed and returning
one copy to us at _____.

Thank you and congratulations, we look forward to your training at our fine institution.

Sincerely,

Program Director

Applicant

Carol A. Bernstein, MD
Associate Professor of Psychiatry
DIO and Senior Assistant Dean for GME
Vice Chair for Graduate Medical Education and
Director, Residency Training in Psychiatry

Cc: House Staff Affairs Office

INSTRUCTIONS FOR USE OF THIS FORM LETTER-
PROGRAM DIRECTORS SHOULD USE THIS FORM LETTER AS NEEDED, IN
PLACE OF ISSUING A CONTRACT.
THE HSAO WILL ISSUE THE CONTRACTS TO ALL HS.