



Date

Dear ,

It is my pleasure on behalf of the Department of _____ at Wayne State University to offer you a position as a resident in the _____ program effective July 1, 2017 through June 30, 2018 as a PGY1. This is a ___ year program and, upon successful completion of each year of training, it is expected that you will be promoted to the subsequent year level as long as you have met academic and other relevant advancement criteria. I would like to welcome you to the ___ program, and assure you that you will be joining an excellent team. We will make every effort to ensure that your time spent here will be both pleasant and professionally rewarding.

This letter shall serve as an official letter of offer as a PGY-1 resident at an annual salary of \$50,854.00. This letter of offer governs the annual salary that you will be paid. The terms and conditions of your employment as a resident in the _____ program are governed by the Resident contract that you must complete and sign for this offer to be effective. Resident contracts are issued by the Division of Graduate Medical Education of Wayne State University School of Medicine and will be sent to you at a later date.

Please understand that this offer is contingent upon your successful completion of medical school and USMLE Steps 1 and 2 CK & CS, prior to the start of this program. This offer is also contingent upon the completion of a satisfactory background check that is required by University policy for this position, including, but not limited to, a criminal background check. If the University determines that your background check results are unsatisfactory, this offer shall be revoked. It is also contingent upon the completion of a pre-employment physical and a satisfactory drug screen, which will include a cotinine (nicotine) test, and receipt of an educational limited license to practice medicine issued by the Michigan Board of Medicine. Your failure to meet any of the requirements described above will result in the revocation of this offer.

WSU may provide reasonable assistance to eligible individuals, when applicable, in obtaining necessary work authorization to complete their training. Employment and participation in our residency training program is contingent upon your obtaining and maintaining valid work authorization throughout your training. If you require special work authorization, please notify the WSU GME Office at (248) 581-5900 so we can evaluate your needs on a timely basis.

If this offer is acceptable to you, please acknowledge your acceptance by signing and returning one copy via email to **email address** or fax **fax number**. Please keep the original copy for your records.

Once again, I would like to welcome you to the Wayne State University Department of _____. If you have any questions, please feel free to contact me.

Sincerely,

Program director
Title
Program and address

By signing below, I _____ hereby accept the PGY-1 position in the Wayne State University _____ Residency Program.

Date

Signature