Whatcom Alliance for Healthcare Access
Physician Recruitment & Retention Program

Sample "Letter of Intent"

[Date]

Dear Dr. [ ],

On behalf of [practice name], we are pleased by your interest in serving the needs of our patients and community. Please accept this letter as a description of the compensation and benefit package we discussed. Please note that this is a preliminary letter of agreement and is not intended to be all inclusive. We can discuss further details and incorporate them into our final agreement.

Our discussion included the following parameters:

- [Salary agreement]
- [Time off and CME benefit]
- [Other benefits such as: health & disability insurance]
- [Malpractice insurance]
- [Cell phone & beeper coverage]
- [Relocation expenses coverage]
- [other]

[In addition, we will begin to design a call coverage plan as discussed during your visit. This plan was for the following:

- Coverage every ___ night,
- At least every other weekend off,
- Depending on all physicians' CME and vacation plans.]

Although there may be some details to work out, we want this letter to serve as a formal offer of our position. By signing and returning this letter, we will assume your ultimate acceptance of the offer and as such, we will begin to formalize the final letter of agreement.

This offer is contingent upon the successful completion of background checks, reference checks, licensing verifications and credentialing processes.

We are looking forward to working with you and eagerly await your reply.

Sincerely,

_____ _____

Signature & date Candidate's signature & date

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http://www.whatcomalliance.org/physician/documents/SampleLOI.pdf
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Whatcom Alliance for Healthcare Access
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