

March 26, 2026

Dear Dr.

Congratulations on your match with us, and welcome to the Lincoln Medical Center residency program. Your contract dates are from July 1, 2025, to June 30, 2026, contingent upon your compliance with our institutional policies governing the postgraduate trainee appointment process.

You will join the program as a Program Level (PL) 1 resident. Your CIR/SEIU house salary is \$81,238 as a PGY-1, based on your years of accredited postgraduate experience. Your employment is contingent on satisfactory completion of the following: medical, employment, and credential clearance.

As an indication of your acceptance of this position, please sign this letter and return it immediately to this office. If a signed copy of the letter is not received within 45 days of receipt, our offer may be withdrawn.

By accepting this position, you agree to the roles and responsibilities of a 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.

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. **We highly recommend that you begin this process in your first year of residency.**

Please bring the following original documentation for verification to your program coordinator: Medical School Diploma, Documentation of Previous Training (if applicable), USMLE Score Reports, and Employment Eligibility Verification as outlined on page 9 of the USCIS Form I-9.

If you have any questions or need further assistance, please feel free to contact my office at 718-579-6034.

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

Transitional Year Program

Resident Signature

Date

SAMPLE