

March 20, 2021

Jane Doe MD  
1111 Street address  
City, State 01234

Dear Dr. Doe:

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

You will join the program as a Program Level (PL)1 resident. Your CIR/SEIU house salary is \$66,247 as a PGY 1 based on your years of accredited post graduate experience.

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 If a signed copy of the letter is not received within 30 days of receipt, our offer may be withdrawn. By accepting this position, you agree to the roles and responsibilities of a medical 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. Enclosed you will find your employment package and schedule.

Please complete all documents prior to arrival and pay specific attention to the instructions and deadlines.

Please call the Employee Health Department at (718) 579-5648 to schedule your health clearance appointment, the Human Resources department at 718-579-5257 to schedule your employment clearance appointment and (718) 579- 5874 to schedule your credential clearance appointment as soon as possible. It is mandatory that you complete all three (3) clearance appointment before June 12, 2021, to allow sufficient time to complete credentialing and employment clearance before July 1 2021.

Please bring the following original documentation for verification: Medical School diploma, documentation of previous training if applicable, ECFMG score reports and Employment eligibility verification as outlined on page 9 of the USCIS Form I-9. Your final transcript was not uploaded in ERAS. Therefore, please request that your medical school send your official final transcript via Email to [Linmed@Linmed.org](mailto:Linmed@Linmed.org) or regular mail to:

Mrs. Rosario Hooker  
Lincoln Medical Center  
234 E. 149th Street, Ste. 8-20  
Bronx, NY 10451

If there are any questions or assistance you may require do not hesitate to contact this office.

Again, I am pleased to welcome you to the program and look forward to working with you this coming academic year.

Sincerely,

Nehad Shabarek, MD  
Program Director  
Residency Program

NS/rh

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Resident's Signature

\_\_\_\_\_  
Date