



(Department header)

Date

CEO of Hospital

Address

Dear **(CEO of Hospital)**:

The Department of **(Department)** has recommended initiating a search for a **(name of position)**. In order to move forward with establishing this search, I am writing to ask the **(hospital name)** to affirm its commitment to this FPA under the following conditions:

- 1) The hospital intends to sign an employment contract with the faculty member filling the position
- 2) Employment contract will include a financial commitment for base compensation for the term of the appointment.
- 3) Compensation will be set within the affiliated hospital guidelines

Please give this request your earliest possible consideration. Thank you.

Sincerely,

(Department Chair)