**Appointment Letter Format for Doctor**

**[Your Name] Date :**

**[Phone Number]**

**[Doctor's Full Name]**

**[Doctor's Designation/Title]**

**[Hospital/Clinic Name]**

**Dear Dr. [Doctor's Last Name],**

**Re: Appointment as [Designation/Title] at [Hospital/Clinic Name]**

**I am pleased to inform you that after careful consideration of your qualifications and experience, the management of [Hospital/Clinic Name] has decided to appoint you as a [Designation/Title] in our esteemed organization.**

**We believe that your extensive knowledge and expertise in the field of medicine will greatly contribute to the success and growth of our hospital/clinic. Your dedication towards patient care and commitment to excellence align perfectly with our core values.**

**As a [Designation/Title], your responsibilities will include but are not limited to:**

**- Providing medical consultations and examinations to patients**

**- Diagnosing illnesses and prescribing appropriate treatments**

**- Collaborating with other healthcare professionals for comprehensive patient care**

**- Keeping accurate medical records and ensuring confidentiality**

**- Staying updated with the latest medical advancements through continuous education**

**Your appointment will be effective from [Start Date]. You will be expected to work [Number of Hours] per week, as per the mutually agreed schedule. Your remuneration package includes a competitive salary along with benefits such as health insurance, retirement plans, and paid time off.**

**We believe that your addition to our team will further enhance our ability to provide exceptional healthcare services to our patients. We look forward to working together towards achieving our shared goals.**

**Please sign and return a copy of this letter by [Date], confirming your acceptance of this appointment. Should you have any queries or require further information, please do not hesitate to contact me at [Email Address] or [Phone Number].**

**Once again, congratulations on your appointment, and we eagerly await your joining our team.**

**Yours sincerely,**

**[Your Name]**

**[Your Title]**

**[Company/Organization Name]**