



NOTE: This Sample Appointment Letter is not to be uploaded into any software platform. Signature of all applicants is a requirement of the NRMP and Baylor Scott & White.

Date

Dear Dr. {last name}

We are pleased to have you join us for your graduate medical education training at Baylor Scott & White Medical Center-Baylor College of Medicine (Temple). This will serve as your Letter of Appointment to PGY-4 to [name of residency/fellowship]. The appointment is effective July 1, 2026, through [end of training date]. The current salary for a PGY-4 is \$78,142. Your salary and benefits commence on the date of your hire, June 22, 2026. However, you must enroll within 30 days of your hire date. Please note the hire date is the same date as GME Orientation, which is in-person, and a requirement. Anyone not being able to attend must notify their program administrator or the GME Office as soon as possible.

Baylor Scott & White (BSW) is committed to providing our patients and learners with a safe environment. Failure to comply with Baylor Scott & White and GME program and requirements policies may lead to termination. Therefore, subject to due process as outlined in the House Staff Handbook your continued employment is "at-will", and your employment may be terminated with or without cause by you or BSW.

You must be vaccinated for influenza or be able to secure a medical or religious exemption with BSWH. BSWH is a smoke/tobacco-free workplace; however, nicotine screenings are no longer required during the on-boarding process. Employment is contingent upon a negative drug screening test result. Candidates who fail the drug screen for any other reasons such as THC, non-prescribed medications, or illegal substances are not eligible for consideration at BSWH and cannot move forward in the hiring process.

Employment is also contingent upon clearing all Human Resources requirements during on-boarding. Such as verification of educational credentials, clearance of a criminal background check and securing a Texas Medical Physician-In-Training Permit (PIT) by your date of hire. Baylor Scott & White will pay for your PIT. Please note we do not require a full medical license (only a PIT) and if you opt for a full medical license, it is at your own expense.

All residents and fellows are required to keep current medical record charting and to log/approve their duty hours in an accurate, honest, and timely manner. Failure to comply with the duty hours' expectation may jeopardize your continued employment.

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The items listed below are requirements from the ACGME and NRMP. Please visit our website at <http://bswhealth.med/GMETemple> to learn more about the following:

Responsibilities of Residents and Fellows	In-House Call-rooms, Call Meals, Lab Coats, Scrubs (if applicable)
Stipends (Salary)	Duty Hours
Benefits (i.e. Medical, Dental, Vision, etc.)	Moonlighting
Professional Liability Coverage	Information of Specialty Board Eligibility
Disability Insurance (Short and Long Term)	Promotion and extension of training (if applicable)
Paid (Vacation) time Off (PTO) and EIB (Extended Illness Bank)	Well-Being initiatives and Resident Staff Support Counseling
Leaves of Absences: Medical, Maternity, Paternity, Personal, Caregiver	Grievance and Due Process

Sincerely,

Belinda M. Kohl-Thomas, M.D.
Designated Institutional Official

By my signature, I am attesting to receipt of this Sample Appointment Letter as well as access to Baylor Scott & White Medical Center – Baylor College of Medicine (Temple) policies, benefits, and handbook (links provided below).

Signature of Applicant

Date

[Baylor Scott and White Handbook](#)

[Baylor Scott and White Policies](#)

[Baylor Scott and White Benefits](#)