

SAMPLE SEARCH SUPPORT LETTER

Date

CEO of Hospital
Address

Dear (CEO):

The Department of **(department name)** has recommended initiating a search for a **(name of position)**. In order to move forward with establishing this search, I am writing in order 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 yours,

(Department Chair)

Signature (CEO of Hospital)