

[Hospital/Clinic Name]  
[Department Name]  
[Address]  
[City, State, Zip Code]

[Date]

[Employee Full Name]  
[Employee Address]  
[City, State, Zip Code]

**Subject: Confirmation of Appointment - Clinical Support Staff**

Dear [Employee Name],

We are pleased to formally confirm your appointment as [Job Title, e.g., Medical Assistant / Phlebotomist / Patient Care Technician] at [Hospital/Clinic Name].

Your employment is confirmed under the following terms:

- **Start Date:** [Start Date]
- **Reporting Manager:** [Supervisor Name and Title]
- **Department:** [Department Name]
- **Work Schedule:** [Shift Details/Hours per week]
- **Compensation:** [Salary/Hourly Rate]

In your role as Clinical Support Staff, you will be responsible for assisting medical professionals in providing high-quality patient care and maintaining clinical standards. This appointment is subject to the successful completion of [Probationary Period, e.g., 90 days] and your adherence to all facility policies, HIPAA regulations, and safety protocols.

Please report to [Location/Room Number] at [Time] on your start date for your clinical orientation. You are required to bring [List documents or ID needed] and wear [Required Uniform/Dress Code].

We are excited to have you join our healthcare team and look forward to your contributions to our patient care mission.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]  
[Human Resources / Department Head]