

Date: [Insert Date]

To: [Provider Name]

From: [Facility Name / Recruitment Agency]

Subject: Renewal of Locum Tenens Agreement - Upcoming Holiday Shifts

Dear [Provider Name],

We would like to formally invite you to renew your short-term locum tenens agreement for the upcoming holiday period. We have valued your recent contributions and would appreciate your continued support at [Facility Name].

Proposed Renewal Schedule:

- **Holiday Period:** [e.g., Thanksgiving / Christmas / New Year]
- **Start Date:** [Insert Date]
- **End Date:** [Insert Date]
- **Shift Times:** [Insert Times]

Compensation:

The agreed-upon holiday rate for this renewal is \$[Amount] per [Hour/Shift]. Travel and lodging arrangements will be [Included/Handled as per previous agreement].

Please confirm your availability by [Insert Date]. Once confirmed, we will issue the updated scheduling addendum for your signature.

Thank you for your dedication to patient care during this busy season.

Sincerely,

[Your Name]

[Your Title]

[Phone Number]

[Email Address]