Date

Dear NAME:

One of our Internal Medicine residents, NAME, has matched to your fellowship program beginning July 1, 2017. I am certain that Dr. NAME will be an asset to your program.

Dr. NAME informed me that your INSTITUTION/PROGRAM has requested that HE/SHE begin fellowship orientation ***prior*** to July 1, 2017. I am writing to remind you that residents are under contract here at INSTITUTION/PROGRAM through June 30, 2017. While a trainee may request to take unpaid terminal leave or use remaining vacation to leave early and relocate, HE/SHE is not eligible to be employed by your institution until July 1, 2017, since overlap of training dates would violate Medicare regulations. Furthermore, while a resident may request terminal leave, we may not be able to grant that request because the balance of educational assignments of Dr. NAME and the other residents in the program must be maintained.

Please let Dr. NAME know what adjustment will be made to your orientation schedule since HE/SHE is a contractual trainee at INSTITUTION/PROGRAM through June 30, 2017.

Thank you for your consideration.

Sincerely,

Title

INSTITUTION/PROGRAM