

## **EMPLOYER SUPPORT LETTER**

**Date**

**Address to CEO**

**Dear (CEO):**

The Department of **(department name)** has recommended that **(name)** be **(status)** to the rank of **(rank)** for a term extending from **(start)** to **(end)**. The department was aware in formulating this recommendation that no financial obligation will be assumed by Brown University:

1. That it has an employment contract with **(name)**.
2. That it will include in the employment contract with **(name)** the financial commitment for **(his/her)** compensation at a level at least equal to the base salary agreed upon for the **(year)** year by the hospital for the entire term of **(his/her)** faculty appointment at Brown.
3. That **(name)** compensation will be set within the affiliated hospital guidelines.

Please confirm your agreement with these conditions by signing this letter and returning it to BioMed Faculty Affairs, Box G-A305, so that we may process the recommendation for **(name)**.

Thank you.

Sincerely yours,

**(Department Chair)**

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Signature **(CEO of Hospital)**