[Date]

[First Name, Last Name, Credentials]

[Current Address]

Dear Dr. [Last Name]:

Confirming our discussion, your VA assignment will end with the North Florida/South Georgia Veterans Health System (VA)and your UF assignment is being adjusted to (FTE) FTE effective [Effective Date]. Your effort at UF will be assigned among the following missions: [Clinical, Teaching, etc.]

Your new annual salary will be [Salary].

Sincerely,

[Chairman’s Signature block]

Acknowledged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [First Name, Last Name, Credentials] Date