



**BROWN**  
Division of Biology  
and Medicine

**Sample Hospital Support Letter**  
*Clinical Departments*

**(Hospital or CEO letterhead)**

**Date**

**Addressed to Department Chair**

The Warren Alpert Medical School of Brown University, Department of **(Department)** has recommended that **(Faculty Member)** be **(appointed OR reappointed OR promoted)** to the rank of **(Rank)** in the **(Track)** for a term extending from **(appointment start date)** to **(appointment end date)**.

This is to confirm that **(Faculty Member)** is employed by **(hospital/affiliated entity/foundation's name)** in the Department of **(Department)**. **(Hospital/Affiliated Entity/Foundation)** understands that no financial obligation is assumed by Brown University for this appointment. The faculty member has an employment arrangement with **(Hospital/Affiliated Entity/Foundation)** and compensation for this appointment will be set within the **(Hospital/Affiliated Entity/Foundation)** salary guidelines. It is recognized that the faculty appointment is contingent on the faculty member's employment with the **(Hospital/Affiliated Entity/Foundation)**.

Sincerely,

**Hospital CEO signature**