

Date: [Insert Date]

[Employee Name]  
[Clinic Staff Position]  
[Clinic Name]

Dear [Employee Name],

Subject: [Insert Subject, e.g., Employment Verification / Letter of Appreciation]

This letter is to formally acknowledge your role as a [Clinic Staff Position] at [Clinic Name]. Your contributions to our medical team and your dedication to patient care are highly valued.

[Insert body text here regarding specific purpose of the letter].

Should you have any questions regarding your position or this letter, please contact the administration office.

Sincerely,

[Your Signature]  
[Your Name]  
[Your Title/Role]