



Department of \_\_\_\_\_  
College of Medicine  
University of Saskatchewan

(DATE)

Dr. \_\_\_\_\_  
Address  
City, SK, PCode

Dear Dr. \_\_\_\_\_:

I am writing to thank you for your ongoing support of the medical education program at the University of Saskatchewan. The time, effort and expertise you extend to our medical students and residents is greatly appreciated.

The College has reminded me that your term faculty appointment has either expired or is nearing expiration. Revised appointment processes are in place and as Department Head, I would like recommend that you be offered a new ongoing appointment in this department. I hope you will be agreeable with this suggestion. If so, I would ask that you send me your updated CV to initiate the appointment process. In order to assist medical faculty with capturing pertinent, professional information, the College is encouraging everyone to follow the format for the [U of S CV](#) (see sample and template CVs available).

The College of Medicine certainly acknowledges your skills and would like to offer you additional educational resources and training if you would like to participate. Please avail yourself of these [opportunities](#) as time and interest permit. I trust you have found that access to the Leslie and Irene Dubé [Health Sciences online Library](#) has been of assistance to you. If you would like more information about this or any other faculty resources, please contact the Faculty Engagement office, College of Medicine at 306-966-6896 or [by email](#).

I look forward to receiving your positive response to renewing your faculty appointment. Again, I thank you for your valuable contributions to the education of our medical students and future physicians. Should you have any questions, please contact me at: \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Department Head  
Department of \_\_\_\_\_