

Request for Written Contract/Confirmation

Important:



- **Always read their contract carefully** — larger practices sometimes bury cancellation clauses that only protect them.
- **If their contract conflicts with your terms, highlight it before signing.**
- **Keep all correspondence in writing** — if disputes arise, corporate lean on “our system says this.” Written proof wins.
- **Don’t be rushed** — corporates love sending contracts the day before. Push back: “I need adequate time to review before my first shift.”

Check the Corporate Contract for Red Flags



- ☐ **Cancellation clauses** – do they protect both sides?
- ☐ **Liability** – are you covered, or are they pushing risk onto you?
- ☐ **Payment terms** – when will you actually be paid?
- ☐ **Scope creep** – is the role described clearly, or could they add extra duties?

Top Tips:

Always request in writing — corporate practices usually have contract templates they can issue quickly.

Give them a deadline — otherwise they’ll push it until the week of the shift. Make it clear that you won’t count the booking as secure until written confirmation is received. This gives you leverage if they cancel or try to move the goalposts.

Golden Rule:

Never rely on “we’ll sort it on the day.” Written proof protects you every time.

Request for Written Contract/Confirmation

New message



To hello@brandnewpractice.com

Subject Request for Written Contract/Confirmation – [Your Name], Locum [Role]

Hi [Manager/HR contact's Name],

Thank you for confirming the booking for [dates]. As per best practice and to ensure clarity for both sides, please could you provide the written contract/confirmation of the booking covering the following:

- Dates and hours of work
- Agreed rates (day, night, weekend, bank holiday, overtime)
- Break/lunch arrangements
- Cancellation terms
- Accommodation details (if applicable)
- Parking/travel arrangements
- Any additional agreed duties/responsibilities

I would be grateful if this could be sent through by [specific date, e.g. "end of the week"] so I can keep my records up to date and avoid any miscommunication.

Please note: until written confirmation is received, the booking will remain unconfirmed on my side.

Looking forward to receiving the contract and working with your team.

Best regards,
[Your Full Name]
RCVS: [Number]
[Phone Number]

Send

