

Confirmation of Booking email



Look at the email below. Write the numbers next to the labels.

☐

signature

☐

Security

☐

Additional information

☐

Summary

☐

Greeting

☐

Your Policies

☐

Subject

Top tips:



- **Keep Your Policies the Same**

Create a master version of your confirmation email (with your standard policies, cancellation terms, lunch, accommodation, etc.) and always copy/paste from it. Consistency protects you and avoids mistakes.

- **Send a Confirmation for Every Shift**

Even if it's a last-minute booking or a single day, always send a confirmation email. It gives you written proof of the agreement.

- **Be Specific on Rates**

List out each type of rate (day, night, weekend, bank holiday, overtime). This leaves no room for confusion or "we thought that was included" later.

Why is it important to send a confirmation booking email?

- ✓ Legally protective (written agreement)
- ✓ Professional and easy for the practice to just hit "reply confirmed"
- ✓ Covers every common point of dispute

Booking Confirmation

New message



To hello@brandnewpractice.com

1 Subject Booking Confirmation – [Your Name], Locum [Role] – [Practice Name]

2 Hi [Practice Manager/Head Nurse's Name],
3 Please reply to this email within 48 hours to confirm the booking. If no reply is received, this agreement will be considered void.
To avoid any confusion later, here is a full summary of our agreement:

4 Dates to Work:

[Insert agreed dates]

Rates for Each Shift:

- Day (any shift between 6am – 11pm): £[]
- Night (any shift between 11pm – 6am): £[]
- Weekend: £[]
- Bank Holidays: £[]
- Overtime: £[]

5 🏠 Accommodation Policy:

[State if accommodation is required or not. Include location, cost (if any), and facilities provided. Please confirm WiFi, TV, and kitchen access.]

🍽️ Lunch Policy:

[Insert details – e.g. "I charge for my lunch break but am happy to work through if absolutely required, though ideally I will take the agreed break."]

✗ Cancellation Policy:

[Insert your cancellation terms – e.g. "50% of profit lost if cancelled within 2 weeks."]

🚗 Parking/Travel:

[State parking availability/costs OR whether public transport fees are covered.]

6 ⓘ Extra Information / Agreed Adjustments:

[Add anything agreed outside normal duties – e.g. "No clinic work required" or "Additional rota management included in agreed rate."]

Please reply confirming that all the above is correct. I look forward to working with your team.

7 Looking forward to working with you,
(Your Full Name and qualifications)

Send

