



# INOVA™

*Join the future of health.*

April 10, 2018

Madeline Kinkoph  
43515 Stargell Terrace  
Leesburg, Virginia 20176

Dear Madeline,

On behalf of Inova, I am pleased to confirm our offer to you for the NURSE EXTERN position in the CHIEF NURSE EXECUTIVE department at Inova Fairfax Medical Campus under the supervision of ALICE RITTER. This is a temporary - no benefits, Non-exempt position and your rate of pay will be \$14.43 per hour . Your first day of employment is June 11, 2018.

This offer is contingent upon and subject to Inova's receipt of your proof of eligibility to work in the United States, proof of required licensure and certifications, and the completion of a reference/background check, pre-employment physical, and drug screen. See below for your pre-employment physical and drug screen appointment information.

### **Employee Health Screening Appointment**

Date: May 23, 2018

Time: 10:15am

Location: Inova Fairfax Hospital, Employee Health Dept, 3300 Gallows Rd, Fairfax, VA 22042

Failure to provide required documentation and/or completed forms may delay your start date.

Once you have completed InovaNEW and any additional clinical or computer training you are eligible to work in your department. Details regarding your orientation schedule will be given to you during the New Hire onboarding process. Once you receive your orientation schedule, please contact ALICE RITTER at [alice.ritter@inova.org](mailto:alice.ritter@inova.org) to arrange your work schedule.

Congratulations Madeline, we believe you will be a valuable member of our team. We hope you will find your experience with Inova to be professionally challenging and rewarding.

Sincerely,  
AMY MARMO  
Recruiter  
Inova Health System