**Sample letter for agreeing additional shifts**

Dear clinical director,

Thank you for asking me to undertake additional work to help support the trust during the pandemic. I am of course happy to do this but as you are aware this work is in addition to my normal job plan. I think it is appropriate that the rates of pay for this work are comparable to that which the trust are already paying other consultants and as such I expect that I will be paid at least the minimum rate recommended by the BMA.

For clarity these rates are:

Please enter your rates here…..

I would be grateful if you could confirm your acceptance of these rates prior to me undertaking the additional work.

Yours sincerely,