**[date]**

Dear

Thank you for your offer of locum work. Because this activity falls outside **[my/our]** rostered hours and contractual commitments, separate arrangements need to be agreed for these shifts to be undertaken.

While **[I am/we are]** willing in principle to undertake this activity, **[I am/we are]** only prepared to do so at a rate that **[I/we]** consider appropriately reflects the value of **[my/our]** services.

As such, this letter is to notify you that with effect from **[date]** **[I am/we are]** only willing to undertake this activity at the rate of £ per hour.

**[I/we]** would be grateful if you could confirm your acceptance of this rate prior to **[me/us]** undertaking any further such additional work.

Yours sincerely,