

[Company Name]
[Company Address]
[City, Country]
[Date]

[Candidate Name]
[Candidate Address]
[City, Country]

Subject: Placement Confirmation - Remote Position

Dear [Candidate Name],

We are pleased to formally confirm your placement with [Company Name] in the position of [Job Title]. This letter serves as official confirmation of your remote employment status.

Placement Details:

- **Start Date:** [Date]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Work Type:** 100% Remote / Work from Anywhere

Compensation and Benefits:

Your annual base salary will be [Amount] in [Currency], payable via [Payment Method/Platform]. You will also be eligible for [List key benefits, e.g., health insurance, home office stipend, paid time off], as outlined in your employment agreement.

Onboarding Process:

Our HR team will reach out shortly regarding the digital onboarding process, including the provision of necessary hardware and access to our global communication tools. Please ensure you have a stable internet connection and a dedicated workspace to perform your duties effectively.

Terms of Employment:

This placement is subject to the successful completion of [Background Checks/Probationary Period]. You are required to comply with all company policies, including those regarding data security and remote work conduct.

We are excited to have you join our global team and look forward to your contributions.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]