

[Company Header/Logo]

[Date]

[Candidate Name]

[Candidate Address]

[Candidate Country]

Subject: Letter of Placement Confirmation

Dear [Candidate Name],

We are pleased to confirm your placement for the position of **[Job Title]** with **[Client/Company Name]**. Following the successful completion of your interviews and background checks, we are excited to have you join the team via our offshore engagement model.

Placement Details:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Start Date:** [Date]
- **Work Schedule:** [Time Zone/Shift Hours]
- **Remote Location:** [Country/City of Operation]

Terms of Engagement:

Your employment is subject to the terms and conditions outlined in your signed Employment Agreement. As an offshore team member, you are expected to maintain a reliable internet connection and adhere to the communication protocols established by [Client/Company Name].

Onboarding:

Our IT and HR departments will contact you shortly regarding the shipment of hardware (if applicable), system login credentials, and the schedule for your virtual orientation session.

Please acknowledge the receipt of this letter by signing below and returning a scanned copy to [Email Address] by [Deadline Date].

We look forward to a successful professional relationship.

Sincerely,

[Your Name]

[Your Title]

[Agency/Company Name]

Candidate Acknowledgment:

I, [Candidate Name], accept the placement as described above.

Signature: _____ Date: _____