

[Date]

[Student Name]

[Student ID]

[University/Institution Name]

Dear [Student Name],

Subject: Allied Health Professional Placement Offer

We are pleased to confirm your clinical placement at [Facility/Clinic Name] in the [Department Name, e.g., Physiotherapy/Occupational Therapy] department.

The details of your placement are as follows:

- **Placement Dates:** [Start Date] to [End Date]
- **Clinical Educator:** [Supervisor Name]
- **Reporting Time:** [Start Time]
- **Location:** [Full Address of Facility]

On your first day, please report to [Reception/Specific Area] and bring your university identification, vaccination records, and your clinical logbook. You are expected to adhere to the professional dress code of [specify dress code, e.g., scrubs or business casual].

This placement is subject to the completion of all required background checks and health clearances as mandated by [Facility Name] and your educational institution.

Please confirm your acceptance of this placement by replying to this email by [Deadline Date]. We look forward to welcoming you to our clinical team.

Sincerely,

[Your Name]

[Your Title]

[Facility/Clinic Name]

[Phone Number]

[Email Address]