

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Final Placement Confirmation - [Job Title]

Dear [Candidate Name],

We are pleased to formally confirm your placement in the position of **[Job Title]** with **[Department Name]** at [Company Name].

Following the completion of all pre-employment formalities, including [background checks/reference checks/drug screenings], your start date has been finalized as **[Start Date]**. You will be reporting to **[Manager's Name]** at **[Start Time]**.

Placement Details:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Location:** [Office Address/Remote]
- **Reporting Manager:** [Manager Name/Title]

On your first day, please bring the following documents for identity verification and payroll processing:

- [Required Document 1]
- [Required Document 2]
- [Required Document 3]

We are excited to have you join our team and look forward to your contributions to [Company Name]. If you have any questions before your start date, please contact [HR Contact Name] at [Phone Number/Email].

Welcome aboard!

Sincerely,

[Your Name]
[Your Title]
[Company Name]