

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

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

Subject: Confirmation of Entry-Level Placement

Dear [Candidate Name],

We are pleased to confirm your placement in the following entry-level position:

Position Title: [Job Title]
Client Company: [Company Name]
Start Date: [Date]
Reporting Manager: [Manager Name]
Work Location: [Full Address of Worksite]

Terms of Placement:

- **Compensation:** \$[Amount] per [Hour/Month]
- **Schedule:** [Days of Week], [Start Time] to [End Time]
- **Duration:** [Permanent / Temporary until Date]

Please report to [Specific Location/Reception] at [Time] on your first day. You will need to bring [List Required Documents, e.g., ID, Tax Forms] to complete your onboarding.

This placement is subject to the terms and conditions outlined in your employment agreement with [Agency Name]. Should you have any questions regarding this assignment, please contact your recruitment officer at [Phone Number] or [Email].

We wish you great success in this new role.

Sincerely,

[Sender Name]
[Title]
[Agency Name]