

[Agency Name]  
[Department/Division]  
[Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Confirmation of Onboarding and Program Placement**

Dear [Graduate Name],

We are pleased to formally confirm your placement in the [Year] [Agency Name] Graduate Program. Following the completion of your initial documentation, we are excited to welcome you to the team.

**Placement Details:**

- **Role Title:** [Job Title/Graduate Officer]
- **Start Date:** [Date]
- **Reporting Time:** [Time]
- **Placement Department:** [Team/Unit Name]
- **Location:** [Office Address/Remote Instructions]
- **Supervisor/Mentor:** [Name of Manager]

**First Day Requirements:**

On your first day, please ensure you have your [Identification/Passport/Right to Work] documents for final verification. You will meet with [Name/HR Team] at [Specific Location] to receive your security pass and IT equipment.

**Orientation Schedule:**

Your first week will include a formal induction session held on [Date] at [Time]. This session will cover agency policies, program expectations, and an introduction to your cohort.

If you have any questions prior to your start date, please contact the Graduate Program Coordinator at [Phone Number] or [Email Address].

We look forward to your contribution to [Agency Name] and wish you a successful start to your professional career.

Sincerely,

[Signature]  
[Sender Name]  
[Title]  
[Agency Name]