

[Date]

[Candidate Full Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Job Placement Confirmation for [Job Title]

Dear [Candidate First Name],

We are pleased to formally confirm your placement in the position of **[Job Title]** at **[Company Name]**. We were impressed with your potential and are excited to have you join our team as you begin your professional career.

Please find the details of your placement below:

- **Start Date:** [Date]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name/Title]
- **Office Location:** [Work Address/Remote]
- **Starting Salary:** [Amount] per [Year/Hour]

As an entry-level employee, you will participate in our onboarding program starting at [Time] on your first day. Please remember to bring [List of Documents, e.g., ID, Tax Forms] for your employment verification.

To confirm your acceptance of this placement, please sign and return this letter by [Deadline Date].

We look forward to your contributions and wish you great success in your new role.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Candidate Acceptance:

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

Signature: _____ Date: _____