

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

[Date]

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

Subject: Confirmation of Graduate Placement

Dear [Candidate Name],

Following your recent interview and application process, we are pleased to formally confirm your placement in the [Program Name/Department] at [Company Name].

Please find the details of your placement below:

- **Job Title:** [Job Title, e.g., Graduate Trainee]
- **Start Date:** [Start Date]
- **Reporting To:** [Manager Name/Title]
- **Location:** [Office Location/Remote]
- **Annual Salary:** [Amount]

This offer is contingent upon the successful completion of [mention requirements, e.g., final university transcripts, background checks, or references].

As a graduate hire, you will participate in our structured development program, which includes [mention brief features, e.g., mentorship, rotations, or technical training]. We are excited to support you as you begin your professional career.

To accept this offer, please sign and return the enclosed documents by [Deadline Date].

We look forward to welcoming you to the team.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]