

[Company Header/Logo Placeholder]

[Date]

[Candidate Full Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Finalization of Graduate Talent Employment Placement

Dear [Candidate Name],

Following our recent interviews and the successful completion of the selection process, we are pleased to formally confirm your placement in the [Program Name/Graduate Scheme] at [Company Name].

Your employment details are finalized as follows:

- **Job Title:** [Job Title]
- **Department:** [Department Name]
- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name]
- **Office Location:** [Location/Remote Details]

This placement is subject to the terms and conditions outlined in your employment contract. As part of this program, you will undergo a structured orientation and mentorship period designed to integrate you into our professional environment.

Please confirm your acceptance of this final placement by signing and returning the enclosed documents by [Deadline Date].

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

Sincerely,

[Sender Name]

[Title]

[Company Name]