

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

**Subject: Notification of Placement - [Job Title]**

Dear [Candidate Name],

We are pleased to formally notify you of your placement as a **[Job Title]** within the **[Department Name]** at **[Company Name]**, effective **[Start Date]**.

This placement follows your successful completion of our graduate recruitment process. Your initial reporting manager will be **[Manager Name]**. Your workstation will be located at our **[Office Location/Branch]**.

Your compensation and benefits package will be as follows:

- Annual Base Salary: [Amount]
- Probationary Period: [Duration]
- Working Hours: [Time/Days]

Please find the formal employment contract and onboarding documents attached. We request that you sign and return these documents by **[Deadline Date]** to confirm your acceptance.

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 placement or the onboarding process, please contact the HR department at [Email Address] or [Phone Number].

Congratulations on your new role.

Sincerely,

[Your Name]

[Your Title]

[Company Name]