

Date: [Date]

[Graduate Full Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Official Job Placement Award Notification

Dear [Graduate Name],

Congratulations. On behalf of [Organization/University Name], we are pleased to formally recognize your successful job placement following your recent graduation from the [Program Name] program.

Based on your academic performance and successful recruitment process, you have been selected for the position of **[Job Title]** at **[Company Name]**.

Placement Details:

- **Employment Start Date:** [Date]
- **Department:** [Department Name]
- **Location:** [City, State/Remote]
- **Reporting Supervisor:** [Name/Title]

This placement award is a testament to your hard work and dedication. Please ensure that you complete all remaining onboarding documentation required by [Company Name] no later than [Deadline Date].

We wish you the very best as you begin your professional career. Should you have any questions regarding this placement, please contact the Career Services office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Official]

[Title]

[Organization/University Name]