

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Dear [Candidate Name],

Congratulations on securing the position of **[Job Title]** with **[Hiring Company Name]**. We are delighted to officially confirm your placement.

Your hard work throughout the interview process and your impressive academic background made you the ideal candidate for this role. We are confident that this position will serve as an excellent foundation for your professional career.

Placement Details:

- **Start Date:** [Date]
- **Reporting To:** [Manager Name/Title]
- **Office Location:** [Work Address]

Your new employer will be in contact shortly regarding your onboarding schedule and contract documentation. Please ensure you have your right-to-work documents and degree certificates ready for their final verification.

It has been a pleasure assisting you in your job search. We wish you every success in your new role. Please do not hesitate to contact us if you have any questions during your transition.

Best regards,

[Consultant Name]
[Title]
[Agency Name]