

[Company Letterhead/Logo]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Verification of Graduate Candidate Placement

Dear [Candidate Name],

This letter serves to officially verify your successful placement in the [Program Name/Graduate Scheme] at [Company Name]. Following our comprehensive selection process, we are pleased to confirm your appointment to the position of [Job Title].

Placement Details:

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

As a participant in our graduate program, you will undergo structured training and professional development designed to integrate you into the [Industry Name] sector. This placement is contingent upon the successful completion of your degree and the verification of your final academic transcripts.

Should you require any further documentation for your university or visa requirements, please do not hesitate to contact the Human Resources department at [Phone Number] or [Email Address].

We look forward to welcoming you to the team and supporting your professional growth.

Sincerely,

[Signature]

[Name of Representative]

[Job Title]

[Company Name]