

[Company Name]  
[Department]  
[Date]

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

**Subject: Confirmation of Bilingual Specialist Assignment**

Dear [Employee Name],

We are pleased to formally confirm your assignment as a **Bilingual Specialist** for the [Target Language] language, effective [Start Date].

Based on your demonstrated proficiency and language assessment results, your primary responsibilities will include:

- Providing oral interpretation and written translation services between English and [Target Language].
- Assisting [Department/Team Name] with client communications and documentation.
- Ensuring cultural accuracy and professional standards in all linguistic tasks.

In recognition of this specialized role, you will receive a bilingual stipend of [Amount] per [Pay Period], subject to standard withholdings. This assignment is [Permanent/Temporary] and will remain in effect until [End Date or "further notice"].

Please sign below to indicate your acceptance of these terms and return a copy to the Human Resources department by [Deadline Date].

Congratulations on this assignment. We value the linguistic expertise you bring to our team.

Sincerely,

[Sender Name]  
[Title]  
[Company Name]

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**Acknowledgment and Acceptance:**

I, [Employee Name], accept the assignment of Bilingual Specialist and agree to the terms outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_