

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Approval of Job Placement - Bilingual Specialist

Dear [Employee Name],

We are pleased to inform you that your placement as a **Bilingual Specialist** in the [Insert Department Name] department has been officially approved, effective [Insert Start Date].

This approval is based on your successful assessment in [Insert Language(s)] and your demonstrated ability to meet the communication requirements of this role. Your primary responsibilities will include providing translation, interpretation, and specialized support to ensure effective service delivery in both English and [Insert Second Language].

Position Details:

- **Job Title:** Bilingual Specialist
- **Language Designation:** [Insert Language]
- **Supervisor:** [Insert Supervisor Name]
- **Bilingual Stipend/Differential:** [Insert Amount, if applicable]

Please report to [Insert Location/Room Number] at [Insert Time] on your start date to begin your orientation. You will receive further instructions regarding your specific workflow and departmental protocols at that time.

Congratulations on your new placement. We look forward to your contributions to our team.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

cc: Human Resources Department