

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Placement - Bilingual [Language] Specialist

Dear [Candidate Name],

We are pleased to formally confirm your placement as a **Bilingual [Language] Specialist** at [Company Name]. Based on your successful assessment and interview process, we are confident that your linguistic skills and professional expertise will be a significant asset to our team.

Please find the details of your placement below:

- **Start Date:** [Date]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Primary Language Focus:** [English and Language Name]
- **Work Location:** [Office Address / Remote]

Your role will involve [Briefly list 1-2 key responsibilities, e.g., translation, client communication, or technical support] in both English and [Language Name].

On your first day, please report to [Location/Person] at [Time] for your orientation. You will need to bring [List documents required, e.g., ID, Work Authorization] to complete your onboarding process.

We look forward to your contributions to [Company Name]. If you have any questions prior to your start date, please contact [Contact Person] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]