

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification of Placement - [Job Title]

Dear [Candidate Name],

We are pleased to inform you that you have been successfully placed in the position of [Job Title] with [Client/Company Name].

Your proficiency in both [Language 1] and [Language 2] was a key factor in this selection. We are confident that your bilingual skills will be a significant asset to the team and will greatly enhance communication and operations within the organization.

Placement Details:

- **Start Date:** [Date]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Address/Remote]
- **Schedule:** [Hours/Shift]

An official onboarding package containing your contract and benefit details will be sent to you shortly. Please review and return the signed documents by [Deadline Date].

Congratulations on your new role. We look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]