

[Current Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Confirmation of Placement for [Candidate Name]

Dear [Client Name],

We are pleased to confirm the placement of [Candidate Name] in the position of [Job Title / Bilingual Specialist] at [Company Name].

**Placement Details:**

- **Candidate Name:** [Candidate Name]
- **Start Date:** [Start Date]
- **Position:** [Job Title]
- **Language Specialty:** [Language, e.g., English/Spanish]
- **Reporting To:** [Supervisor Name]
- **Agreed Salary/Rate:** [Salary or Hourly Rate]

As discussed, [Candidate Name] has undergone thorough language proficiency testing to ensure they meet your requirements for bilingual communication in [Language].

Our invoice regarding the placement fee will be sent separately in accordance with our signed terms of business. Please ensure all necessary equipment and system access are prepared for the candidate's first day.

Thank you for choosing [Agency Name] for your recruitment needs. We look forward to a continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Your Phone Number]

[Your Email]