

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Placement - [Job Title] (Bilingual)

Dear [Candidate Name],

We are pleased to confirm your placement in the position of [Job Title] with [Company Name]. As discussed during the interview process, this is a bilingual role requiring proficiency in both English and [Second Language].

Your start date will be [Start Date]. You will report to [Supervisor Name] at [Work Location/Department].

Your primary responsibilities will include:

- Providing [Service/Support] in both English and [Second Language].
- Translating and interpreting documents or communications as required.
- Ensuring high-quality communication with our [Language]-speaking clients/partners.

Please find the formal employment agreement attached, which outlines your salary, benefits, and working hours. Kindly sign and return a copy by [Deadline Date].

We are excited to have your bilingual skills on our team and look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]