

**Date:** [Insert Date]

**To:** [Candidate Name]

**Address:** [Candidate Address]

**Email:** [Candidate Email]

**Subject: Final Placement Confirmation - [Job Title]**

Dear [Candidate Name],

We are pleased to formally confirm your placement in the position of **[Job Title]** with **[Department/Company Name]**. This appointment is effective as of your start date on **[Start Date]**.

As discussed during the selection process, this role requires high-level proficiency in both **[Language 1]** and **[Language 2]**. Your primary responsibilities will include:

- [Key Responsibility 1]
- [Key Responsibility 2]
- Bilingual communication and translation support as required by the department.

**Position Details:**

- **Reporting Manager:** [Manager Name]
- **Work Location:** [Office Address or Remote]
- **Work Schedule:** [Days/Hours]
- **Compensation:** [Salary/Rate Details]

Please ensure that all required onboarding documentation, including proof of right to work and signed policy agreements, are submitted by [Deadline Date].

We are excited to have your bilingual expertise on our team. If you have any questions regarding your placement, please contact [HR Contact Name] at [Phone/Email].

Congratulations and welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]