

[Company Name]
[Department]
[Date]

[Candidate Name]
[Address]
[City, State, Zip Code]

Subject: Official Placement - Bilingual Specialist ([Languages])

Dear [Candidate Name],

We are pleased to formally confirm your placement as a Bilingual Specialist at [Company Name]. Following your successful assessment and interview process, you have been assigned to the [Department Name] team.

In this role, you will be responsible for [Primary Responsibility], ensuring accurate communication and translation between [Language 1] and [Language 2]. Your placement details are as follows:

- **Job Title:** Bilingual Specialist
- **Effective Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Office Location/Remote]
- **Shift/Schedule:** [Working Hours]

Please report to [Location/Online Link] at [Time] on your start date for your departmental orientation. You will be provided with the necessary equipment and access credentials at that time.

We look forward to the expertise and linguistic skills you will bring to our organization. If you have any questions regarding this placement, please contact the HR department at [Phone Number/Email].

Sincerely,

[Signature]
[Name of Sender]
[Title/Position]