

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

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

Dear [Candidate Name],

We are pleased to formally confirm your permanent placement as a **Bilingual Specialist** at [Company Name]. This letter serves as official notification that you have successfully met the requirements for this position.

Position Details:

- **Job Title:** Bilingual Specialist ([Language/s])
- **Department:** [Department Name]
- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name]
- **Annual Salary:** [Salary Amount]
- **Pay Frequency:** [Monthly/Bi-weekly]

As a Bilingual Specialist, your role will involve [Briefly mention primary duty, e.g., translation, client communication, or technical support] in both English and [Second Language].

This offer is contingent upon the completion of [List contingencies, e.g., background check, reference checks, or documentation]. Please find the attached employment agreement which outlines your benefits, office policies, and full job description.

To accept this placement, please sign and return a copy of this letter by [Deadline Date].

We look forward to your contributions to the team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I, [Candidate Name], accept the permanent placement for the position of Bilingual Specialist as outlined above.

Signature: _____ Date: _____