

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Subject: Confirmation of Successful Placement - Bilingual Specialist

Dear [Candidate Name],

We are pleased to formally confirm your successful placement in the position of **Bilingual Specialist** at [Company Name].

Your proficiency in both [Language 1] and [Language 2], combined with your professional experience, makes you an ideal fit for our team. We are confident that your linguistic skills will be a significant asset to our operations and client communications.

Please find the details of your placement below:

- **Start Date:** [Date]
- **Reporting Manager:** [Manager Name]
- **Department:** [Department Name]
- **Office Location:** [Location/Remote]

Your initial orientation is scheduled for [Time] on your first day. Please ensure you have your identification and any required onboarding documentation ready for processing.

Congratulations on your new role. We look forward to your contributions to the team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]