

Placement Confirmation Letter

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your placement for the cooperative education program at [Company Name]. Your internship will commence on [Start Date] and will conclude on [End Date]. During this period, you will be working under the supervision of [Supervisor's Name], who will guide you throughout your experience.

Your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please report to [Location] on your first day at [Time] for an orientation session. If you have any questions or require further information, feel free to reach out to us at [Phone Number] or [Email Address].

We are excited to have you join our team and look forward to a mutually beneficial experience.

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization]

[Contact Information]