

Field Placement Confirmation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm my placement at [Organization Name] for the [specific field placement] scheduled to begin on [start date] and conclude on [end date]. I am excited about the opportunity to work with your team and gain valuable experience in [mention relevant area or skill].

As per our conversation, my responsibilities will include [briefly outline responsibilities]. I look forward to contributing my skills and learning from the experienced professionals at [Organization Name].

Thank you for this opportunity. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]