

# Placement Confirmation Letter

Date: [Insert Date]

[Student's Name]

[Student's Address]

Dear [Student's Name],

We are pleased to confirm your placement for your preceptorship with [Preceptorship Organization Name]. Your preceptorship will commence on [Start Date] and will conclude on [End Date].

Your supervisor during this period will be [Supervisor's Name], who can be reached at [Supervisor's Contact Information]. Please report to [Location/Department] on your first day at [Start Time].

We look forward to having you on our team and wish you success in your preceptorship experience.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]