

Placement Confirmation for Summer Job

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally confirm my placement for the summer job position of [Job Title] at [Company Name]. I am excited about the opportunity to contribute to the team and gain valuable experience.

As discussed, my start date will be [Start Date], and I will be working [Full-time/Part-time] for the duration of the summer. Please let me know if there are any documents or information you require from me before my start date.

Thank you for this opportunity. I look forward to working with you and the rest of the team at [Company Name].

Sincerely,

[Your Name]