

Job Placement Acknowledgment

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally acknowledge the placement of [Employee's Name] in the position of [Job Title] at [Company Name]. We appreciate the opportunity to collaborate with you.

This placement will commence on [Start Date], and we are eager to see the positive contributions [Employee's Name] will make to your team.

Thank you for your support and collaboration. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]