

Confirmation of Ongoing Trial Placement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your ongoing trial placement with [Company/Organization Name]. Your trial period will commence on [Start Date] and is set to conclude on [End Date]. We believe that this opportunity will be mutually beneficial and contribute to your learning and growth within our organization.

During the trial placement, you will be expected to [briefly outline responsibilities or tasks]. Please ensure that you report to [Supervisor's Name] on your first day to discuss your role in further detail.

If you have any questions or require further information, do not hesitate to reach out.

We look forward to having you on board.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]