

Work Placement Offer Letter

Date: [Insert Date]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to offer you a placement as a [Position Title] at [Your Company Name] for the duration of [Placement Duration]. This opportunity is designed to give you valuable experience in [Industry/Field] and provide you with the chance to develop your skills in a professional environment.

Your placement will begin on [Start Date] and is expected to conclude on [End Date]. You will be supervised by [Supervisor's Name], who will guide you through your tasks and responsibilities. Your main duties will include:

- [Duty 1]
- [Duty 2]
- [Duty 3]

This placement is [Paid/Unpaid], and you will be [description of any benefits, if applicable]. Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Deadline Date].

If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address]. We are looking forward to having you join our team!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]