

# Campus Recruitment Notice

Date: [Insert Date]

To: All Departments

From: [Your Name]

Subject: Campus Recruitment Drive - [Insert Date]

Dear [Department Heads / Faculty],

We are pleased to announce that our annual Campus Recruitment Drive will take place on [Insert Date(s)]. This is an exciting opportunity for our students to interact with various companies and showcase their skills and talents.

Please assist us in promoting this event by informing your students and encouraging their participation. We would like to invite all eligible students to register for the recruitment sessions and prepare for potential interviews.

Further details regarding the companies participating and the registration process will be shared soon. Your cooperation in making this event successful is greatly appreciated.

Thank you for your support!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]