

Job Shadowing Confirmation

Dear [Recipient's Name],

We are pleased to confirm your scheduled job shadowing on [Date] at [Time]. The location will be [Location]. During this time, you will have the opportunity to observe and learn from [Employee's Name/Position].

Please arrive 10 minutes early and bring any questions you may have about the role or the industry.

Thank you for your interest, and we look forward to your visit!

Best regards,

[Your Name]
[Your Position]
[Your Company]