

# Confirmation of Participation in Career Day

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your participation in our upcoming Career Day at [School Name] on [Event Date]. Your involvement is greatly appreciated and will greatly benefit our students.

Details of the event are as follows:

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Location:** [Event Location]
- **Audience:** [Grade Levels/Student Types]

Please arrive at least 15 minutes early to set up your presentation. If you have any questions or need further assistance, feel free to contact us at [Contact Information].

We look forward to your participation and thank you for supporting our students!

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]