

Job Shadowing Confirmation

Dear [Recipient's Name],

Thank you for your interest in our job shadowing program. We are pleased to confirm your job shadowing dates as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please arrive 10 minutes early and check in at the reception. If you have any questions or need further assistance, feel free to contact us.

We look forward to seeing you!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]