

# Reminder: Upcoming Recruitment Event

Dear [Applicant's Name],

This is a friendly reminder that our recruitment event is just around the corner! We are excited to meet potential candidates and discuss the opportunities available at [Company Name].

## Event Details:

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

Please remember to submit your applications by [Application Deadline]. This will ensure that your materials are reviewed prior to the event.

If you have any questions, feel free to reach out to us at [Contact Email/Phone].

We look forward to seeing you!

Best Regards,

[Your Name]

[Your Title]

[Company Name]