

Career Day Participation Confirmation

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming Career Day scheduled for [Insert Date of Event] at [Insert Location]. Your involvement is greatly valued and will provide an invaluable experience for our students.

Event Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Expected Attendees:** [Insert Number or Description]

Please arrive at least [Insert Time] before the event begins to allow for setup and any necessary preparations.

If you have any questions or need further assistance, feel free to contact us at [Insert Contact Information]. We look forward to your contribution to making this event a success!

Thank you again for your support,

Sincerely,

[Your Name]

[Your Position]

[Your Organization]