

# Career Appointment Reminder

Dear [Student's Name],

This is a friendly reminder of your upcoming career appointment scheduled for:

**Date:** [Appointment Date]

**Time:** [Appointment Time]

**Location:** [Appointment Location]

During this session, we will discuss your career goals, resume tips, and potential job opportunities tailored to your interests.

Should you need to reschedule, please let me know at least 24 hours in advance.

Looking forward to seeing you!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]