

# Student Check-in for Career Guidance Appointment

Date: \_\_\_\_\_

Dear [Student's Name],

We look forward to your upcoming career guidance appointment scheduled for [Date & Time]. Below are the details of your check-in:

- **Location:** [Office/Room Number]
- **Duration:** [Duration of Appointment]
- **Advisor:** [Advisor's Name]

Please arrive at least [15/30] minutes early to complete the necessary paperwork and bring any relevant documents regarding your career interests, resumes, and questions you may have.

If you need to reschedule or have any questions, feel free to contact us at [Contact Information].

Best regards,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]