

# Confirmation of Career Day Involvement

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your participation in our upcoming Career Day scheduled for [Insert Date]. Your involvement as [Insert Role/Title, e.g., guest speaker, workshop leader] will greatly enrich the experience for our students.

Details of the event are as follows:

- **Event Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue/Address]
- **Duration:** [Insert Duration]

Please let us know if you have any specific requirements or topics you would like to cover during your session.

Thank you for your commitment to inspiring our students and sharing your career journey with them. We look forward to seeing you on [Insert Date].

Best regards,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]