

# Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the Career Day scheduled for [Insert Date] at [Insert Location].

The event will begin at [Insert Starting Time] and will include various workshops, networking opportunities, and presentations from industry professionals.

Please let us know if you have any dietary restrictions or special requirements.

Thank you for your participation, and we look forward to seeing you at the event!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]