

Reminder Email



Use the reminder email template below as a guideline to send to the attendees a week before the event to confirm their attendance.

New Email

To: employer@emailaddress.co.uk

Subject: Careers Café Event - Reminder

Dear XXXXX

Thank you for agreeing to take part in our Career Café event
At time
Place
Date

Details of how to find us:-
Insert here driving and public transport directions as well as if there is parking nearby.
If this is no longer convenient, could you please let me know via email as soon as possible. If however, there is a problem on the day you can contact me using this phone number.
We are really looking forward to welcoming you to our school and finding out more about you and your company.
Kind regards
XXXXX