

Confirmation of Participation

Date: [Insert Date]

To: [Participant's Name]

Address: [Participant's Address]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming Local Talent Acquisition Event scheduled for [Event Date] at [Event Location]. Your involvement is important to us, and we look forward to your contributions.

Details of the Event:

- Date: [Event Date]
- Time: [Event Time]
- Location: [Event Location]
- Agenda: [Brief Agenda Outline]

Please confirm your attendance by [RSVP Deadline]. If you have any questions or require further information, feel free to reach out to us at [Contact Information].

Thank you for being a part of this initiative. We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]