

Job Fair Confirmation

Date: [Insert Date]

To: [Company Representative Name]

[Company Name]

[Company Address]

Dear [Company Representative Name],

We are pleased to confirm your participation in the upcoming job fair organized by [Organizer Name] on [Event Date]. Your company will be represented at Booth [Booth Number]. This event will take place at [Venue Name], located at [Venue Address], from [Start Time] to [End Time].

We are excited to have [Company Name] join us and look forward to your engagement with potential candidates. Please ensure that all necessary materials are prepared and ready for the event.

If you have any questions or require further information, feel free to contact us at [Contact Information].

Thank you for your participation. We look forward to a successful event!

Best regards,

[Your Name]

[Your Job Title]

[Organization Name]

[Contact Information]