

Job Fair Attendance Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Job Fair scheduled for [insert date] at [insert location]. Your participation is valuable to us, and we look forward to the opportunity to connect with you.

Event Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Venue Name and Address]

Please feel free to reach out if you have any questions prior to the event. We look forward to seeing you there!

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]