

Confirmation of Involvement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your involvement in the upcoming Employment Fair scheduled for [Date of Employment Fair] at [Location]. Your participation will greatly enhance the experience for both employers and job seekers.

Details of your involvement are as follows:

- Booth Number: [Insert Booth Number]
- Setup Time: [Insert Setup Time]
- Networking Sessions: [Insert Time]

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

We look forward to seeing you at the fair!

Best regards,

[Your Name]

[Your Position]

[Your Company]