

Subject: Invitation to Working Trial Day - [Agency Name] / [Candidate Name]

Dear [Candidate Name],

Thank you for your interest in the Agency Partner role at [Company Name]. We enjoyed our previous conversation and would like to invite you to participate in a Working Trial Day.

The purpose of this trial is to give you a hands-on look at our operations and to see how we collaborate on agency strategy and client management.

Details of the Trial Day:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Office Address / Remote Link]
- **Point of Contact:** [Name of Supervisor/Team Member]

Agenda:

[Briefly describe tasks, e.g., Participating in a discovery call, reviewing a partnership proposal, or attending a team sync.]

What to Bring:

[List requirements, e.g., Personal laptop, ID for building access, or specific software access.]

Please confirm your availability for this date by [Deadline Date]. We look forward to seeing how you approach the role in a real-world environment.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]