

Subject: Invitation to Working Trial Day - [Company Name / Project Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position. We were impressed with your initial interview and would like to invite you to participate in a Working Trial Day.

As this recruitment process is for a **confidential client**, we ask that you maintain strict professional discretion regarding the details of this trial and the identity of the workplace.

Trial Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Address/Virtual Meeting Link]
- **Reporting to:** [Contact Person Name]

Purpose of the Day:

The goal of this trial is to provide you with a hands-on understanding of the role and to allow our team to see your skills in action. You will be tasked with [brief description of tasks, e.g., sample coding tasks, client mock-calls, or data analysis].

Compensation (if applicable):

[Insert details regarding payment for the day or travel reimbursement, or state if it is an unpaid assessment].

Requirements:

Please bring [e.g., a laptop, specific ID, or portfolio]. We also require you to sign the attached Non-Disclosure Agreement (NDA) prior to your arrival.

Please confirm your availability by [Deadline Date/Time].

We look forward to working with you.

Best regards,

[Your Name]

[Your Title]

[Your Company/Agency Name]