

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

Dear [Candidate Name],

Following your recent interview for the [Job Title] position, we are pleased to invite you to participate in an Executive Working Trial Day at [Company Name].

This trial is a key part of our selection process, designed to provide you with firsthand experience of our strategic environment and to allow us to observe your leadership approach in action.

Trial Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Office Address/Online Meeting Link]
- **Reporting to:** [Name and Title of Executive Contact]

Agenda for the Day:

- Briefing on current organizational objectives.
- Participation in a departmental strategy session.
- Completion of a specific leadership task or case study.
- A final review meeting with the [Senior Leadership/Board].

Please bring your laptop and any materials you feel are necessary for a productive working session. Confidentiality is paramount; you will be asked to sign a standard Non-Disclosure Agreement (NDA) upon arrival.

Please confirm your availability for this date by [Deadline Date]. If you have any specific requirements or questions regarding the schedule, please let us know.

We look forward to collaborating with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]