

Subject: Invitation for Half-Day Working Trial - [Candidate Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name].

Following your recent interview, we would like to invite you to participate in a half-day working trial. This will give you the opportunity to meet the team, experience our work environment, and demonstrate your skills in action.

The details for your trial are as follows:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Office Address/Department]
- **Reporting to:** [Manager Name]

Please bring [list any specific items, e.g., a laptop, ID, or specific clothing] with you. [Mention if the trial is paid or unpaid, e.g., You will be compensated at a rate of \$XX for your time].

Please confirm your availability by [Deadline Date/Time]. If you have any questions regarding the schedule or requirements, feel free to reach out.

We look forward to seeing you.

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]