

Date: [Insert Date]

To: [Candidate Name]

Address: [Candidate Address/Email]

Subject: Confirmation of Working Trial and On-Site Interview

Dear [Candidate Name],

We are pleased to invite you to an on-site interview and working trial for the position of [Job Title] at [Company Name]. This trial will provide you with the opportunity to demonstrate your skills and experience the daily operations of our team.

Schedule Details:

- **Date:** [Insert Date]
- **Start Time:** [Insert Time]
- **End Time:** [Insert Time]
- **Location:** [Insert Full Address and Office/Suite Number]
- **Contact Person:** [Insert Name and Title]

Trial Agenda:

[Briefly describe tasks, e.g., Participating in a team meeting, completing a technical task, or shadowing a supervisor].

What to Bring:

- [Item 1, e.g., Photo ID for security]
- [Item 2, e.g., Laptop or specific tools]
- [Item 3, e.g., Copies of your portfolio]

Additional Information:

Dress Code: [Insert Dress Code, e.g., Business Casual]

Compensation: [State if the trial is paid/unpaid and the amount if applicable]

Please confirm your attendance by replying to this email or calling [Phone Number] by [Insert Deadline Date/Time]. If you have any questions or require specific accommodations, please let us know.

We look forward to seeing you soon.

Best regards,

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