

Subject: Confirmation: Trial Shift Interview for [Candidate Name]

Dear [Candidate Name],

We are pleased to confirm that [Client Company Name] would like to invite you for a trial shift interview for the position of [Job Title].

Please find the details of your scheduled shift below:

- **Date:** [Date]
- **Start Time:** [Start Time]
- **Estimated End Time:** [End Time]
- **Location:** [Full Address/Department]
- **Reporting to:** [Contact Person Name]

Requirements & Preparation:

- **Dress Code:** [e.g., Smart Casual / Safety Gear / Uniform]
- **What to Bring:** [e.g., ID, Notebook, Specific Tools]
- **Tasks:** You will be expected to perform [Brief Description of Tasks] to demonstrate your skills.

This trial shift is an opportunity for both you and the employer to assess your suitability for the role. Please arrive 10 minutes early to allow for any site check-in procedures.

If you have any questions or are unable to attend, please contact me immediately at [Phone Number] or reply to this email.

Good luck!

Best regards,

[Your Name]

[Your Agency Name]