

Subject: Confirmation of Trial Shift - [Company Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position. We are pleased to invite you for a trial shift to further evaluate your skills and give you a feel for our working environment.

Please find the details for your trial shift below:

- **Date:** [Date]
- **Start Time:** [Start Time]
- **End Time:** [End Time]
- **Location:** [Full Address]
- **Reporting to:** [Manager Name]

What to Bring/Wear:

[Insert dress code requirements or specific tools/documents needed]

Remuneration:

[Specify if the shift is paid or unpaid, and the rate if applicable]

Please confirm your attendance by replying to this email by [Deadline Date/Time]. If you have any questions, feel free to contact us at [Phone Number].

We look forward to seeing you soon.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]