

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We were impressed with your initial interview and would like to invite you for a working trial as the next step in our hiring process.

The details for your trial are as follows:

- **Date:** [Date of Trial]
- **Start Time:** [Start Time]
- **End Time:** [End Time]
- **Location:** [Office Address/Department]
- **Report To:** [Manager Name/Supervisor]

During this trial, you will be asked to perform tasks such as [Task 1], [Task 2], and [Task 3]. This will give you a chance to experience our work environment and allow us to see your skills in action.

**Important Information:**

- Please bring [Specific Tools/Identification/Notebook].
- The dress code is [Dress Code, e.g., Business Casual].
- [Optional: Information regarding payment for the trial hours].

Please confirm your availability for this trial by [Date/Time] by replying to this email or calling [Phone Number].

We look forward to seeing you soon.

Best regards,

[Your Name]

[Your Title]

[Company Name]