

[Company Name]
[Company Address]
[Date]

[Candidate Name]
[Candidate Address]

Subject: Confirmation of Working Trial Shift for [Role Name]

Dear [Candidate Name],

Following our recent discussion, I am pleased to confirm the details of your working trial shift for the contract position of [Role Name].

The details of your trial are as follows:

- **Date:** [Date of Trial]
- **Start Time:** [Start Time]
- **Estimated End Time:** [End Time]
- **Location:** [Full Address/Department]
- **Reporting To:** [Supervisor Name]

Payment Terms:

The trial shift will be [paid at a rate of Amount per hour / unpaid]. [If paid, insert payment method/timing details].

Requirements:

Please ensure you bring [List items: e.g., ID, specific clothing/PPE, tools]. You will be required to follow all company health and safety procedures during your time on site.

Purpose:

The purpose of this trial is to assess your practical skills and suitability for the contract role. This trial does not constitute an offer of ongoing employment.

Please reply to this email to confirm your attendance. We look forward to seeing you.

Yours sincerely,

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