

Subject: Confirmation: Trial Shift for [Position Name] - [Company Name]

Dear [Candidate Name],

We are pleased to invite you to a trial shift at [Establishment Name] as part of our interview process. This will be a great opportunity for you to see our team in action and for us to see your skills in a live environment.

Shift Details:

- **Date:** [Date]
- **Start Time:** [Start Time]
- **Estimated Duration:** [Number of hours]
- **Location:** [Full Address]
- **Who to ask for:** [Manager Name]

Preparation:

- **Uniform/Dress Code:** Please wear [e.g., black shirt, black trousers, and non-slip closed-toe shoes].
- **What to bring:** [e.g., Right to work documents, a notebook, or a bottle of water].

Remuneration:

[Insert policy: e.g., This trial shift is unpaid / This shift will be paid at the hourly rate of X].

Please reply to this email to confirm your attendance. If you have any questions or need to reschedule, please contact us at [Phone Number].

We look forward to seeing you.

Best regards,

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