

[Company Name]
[Company Address]
[Date]

[Candidate Name]
[Candidate Address]

Subject: Confirmation of Paid Working Trial Shift

Dear [Candidate Name],

Following your recent interview, I am pleased to invite you to attend a paid working trial shift for the position of [Job Title]. This trial will allow us to assess your skills in practice and give you the opportunity to experience our working environment.

The details of your trial shift are as follows:

- **Date:** [Date]
- **Start Time:** [Start Time]
- **End Time:** [End Time]
- **Location:** [Specific Department/Location]
- **Reporting to:** [Manager Name]

Payment Terms:

You will be paid at a rate of [Amount] per hour for this shift. Payment will be processed via [Payment Method] on [Date]. Please bring your [Identification/Right to Work Documents] and bank details with you on the day.

Preparation:

Please ensure you wear [Dress Code/Safety Gear]. We will provide all necessary equipment and a health and safety briefing upon your arrival.

Please confirm your attendance by replying to this email or calling [Phone Number] by [Deadline Date].

We look forward to seeing you soon.

Best regards,

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