

[Date]

[Candidate Name]  
[Candidate Address]  
[City, State, Zip Code]

Dear [Candidate Name],

Following your recent interview, we are pleased to invite you to a practical working trial for the position of [Job Title] at [Company 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:** [Manager Name]

**Trial Objectives:**

During this session, you will be asked to complete tasks such as [Task 1], [Task 2], and [Task 3]. This is an opportunity for you to demonstrate your skills and for us to see how you approach the role.

**Requirements:**

Please ensure you bring [List any tools, ID, or specific clothing required].

**Payment (Optional/Select one):**

[Option A: This trial is part of the interview process and is unpaid.]

[Option B: You will be compensated for your time at a rate of [Amount] for the duration of the trial.]

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

We look forward to seeing you soon.

Best regards,

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