

[Date]

[Candidate Name]
[Candidate Address]
[City, Postcode]

Dear [Candidate Name],

Subject: Confirmation of Pre-Employment Trial Shift

Following your recent interview, I am pleased to invite you for a practical trial shift for the position of [Job Title]. This shift will allow you to demonstrate your skills and help us determine your suitability for the role.

The details of your trial shift are as follows:

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

Requirements:

- Please wear: [Dress Code/Safety Gear]
- Please bring: [ID/Certificates/Tools]

Terms of Trial:

[Option A: This trial shift is unpaid and does not constitute an offer of employment.]

[Option B: You will be paid at a rate of [Amount] per hour for this shift, which will be processed via [Payment Method].]

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

We look forward to seeing you.

Best regards,

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