

[Date]

[Candidate Name]

[Candidate Address]

[Candidate Phone Number]

**Subject: Confirmation of Short-Term Trial Shift**

Dear [Candidate Name],

Thank you for interviewing with us for the [Job Title] position. We would like to invite you to complete a short-term trial shift as the next step in our hiring process.

The details of your trial shift are as follows:

- **Date:** [Date of Trial]
- **Time:** [Start Time] to [End Time]
- **Location:** [Company Name/Address]
- **Reporting To:** [Manager Name/Supervisor]

**What to Bring/Wear:**

Please wear [Dress Code/Uniform Requirements]. You will also need to bring [Required Tools/Identification/Documents].

**Trial Details:**

During this shift, you will be asked to perform tasks such as [Task 1] and [Task 2]. This is an opportunity for you to demonstrate your skills and for us to see how you fit within our team. [Mention if the shift is paid or unpaid].

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

We look forward to seeing you.

Best regards,

[Your Name]

[Your Title]

[Company Name]