

[Date]

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

Subject: Confirmation of Temporary Staffing Trial Shift

Dear [Candidate Name],

This letter is to confirm your trial shift for the position of [Job Title] with our client, [Company Name]. Please find the details of your shift below:

- **Date:** [Date of Shift]
- **Start Time:** [Start Time]
- **End Time:** [End Time]
- **Location:** [Full Address of Worksite]
- **Reporting To:** [Supervisor Name]

Trial Terms:

The purpose of this trial shift is to assess your suitability for the role. During this period, you will be expected to perform tasks such as [List 1-2 Brief Tasks]. Please note that this trial shift is [Paid/Unpaid] at a rate of [Rate, if applicable].

Requirements:

- **Dress Code:** [e.g., Business Casual / High-Vis Vest / Safety Boots]
- **Identification:** Please bring a valid form of photo ID.
- **Arrival:** Please arrive 10 minutes early to allow for a brief site induction.

If you are unable to attend or have any questions, please contact [Contact Person] at [Phone Number/Email] immediately.

We wish you the best of luck with your trial.

Sincerely,

[Your Name]
[Your Job Title]
[Staffing Agency Name]