

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

[Date]

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

Subject: Confirmation of Working Trial Shift - [Job Title]

Dear [Candidate Name],

I am pleased to invite you to a working trial shift for the position of [Job Title] at [Company Name]. This shift will provide you with the opportunity to demonstrate your skills and see if the role is a good fit for you.

Shift Details:

- **Date:** [Date of Trial]
- **Start Time:** [Start Time]
- **End Time:** [End Time]
- **Location:** [Specific Department/Address]
- **Reporting to:** [Manager Name/Contact Person]

Requirements and Preparation:

- **Dress Code:** [e.g., Business casual / Specific uniform / Non-slip shoes]
- **What to Bring:** [e.g., ID, notepad, specific tools]
- **Payment:** [State if the trial is paid or unpaid, and the rate if applicable]

During the shift, you will be tasked with [briefly mention 1-2 tasks, e.g., assisting customers or shadow training]. Please arrive 10 minutes early to complete any necessary health and safety briefings.

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]