

Subject: Confirmation: Phone Screen Interview - [Company Name] - [Candidate Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. It was a pleasure reviewing your application.

I am writing to confirm your phone screen interview on the following date and time:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Interviewer:** [Interviewer Name]
- **Contact Method:** [Interviewer will call you at [Candidate Phone Number] / Please call [Interviewer Phone Number]]

This initial conversation will take approximately [Number] minutes. The goal is to discuss your background, your interest in the role, and to answer any initial questions you may have about our team.

If you have any issues or need to reschedule, please let me know as soon as possible.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]