

Subject: Confirmation: Phone Interview for [Job Title] - [Company Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to confirm your phone screen interview at the following time:

Date: [Date]

Time: [Time] [Time Zone]

Contact Number: [Candidate Phone Number]

Our [Hiring Manager/Recruiter Name] will call you at the number provided above. The call is expected to last approximately [Duration, e.g., 20 minutes].

During this conversation, we will discuss your background, your interest in the role, and answer any initial questions you may have about the company.

If you have any questions or need to reschedule, please let us know as soon as possible by replying to this email.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]