

Subject: Confirmation of Telephonic Interview - [Candidate Name]

Dear [Client Name],

This email is to confirm the telephonic interview scheduled between you and [Candidate Name] for the position of [Job Title].

The details of the interview are as follows:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Contact Number:** [Candidate Phone Number] / [Conference Bridge Link]
- **Duration:** [Expected Duration]

I have attached the candidate's latest resume for your review. Please let me know if there are any changes required or if you need additional documentation prior to the call.

Thank you for your time.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]