

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

Dear [Candidate Name],

Thank you for taking the time to speak with our recruiting team. We are excited to move you forward to the next step in our hiring process.

This email confirms your phone screen interview with our Hiring Manager, [Manager Name].

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Format:** Phone Call
- **Phone Number:** [Manager Name] will call you at [Candidate Phone Number]

The conversation will last approximately [Number] minutes and will focus on your experience, technical skills, and the requirements of the [Job Title] role.

If you have any questions 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]