

Subject: Candidate Phone Screen Confirmation: [Candidate Name] for [Job Title]

Dear [Client Contact Name],

I am pleased to inform you that we have scheduled an initial phone screen with [**Candidate Name**] for the [**Job Title**] position.

The details of the screening are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Recruiter:** [Recruiter Name]

The purpose of this call is to verify the candidate's professional background, discuss their core competencies, and evaluate their initial fit for your team's culture and requirements.

I have attached the candidate's resume for your reference. I will provide a detailed summary of our conversation and my recommendation regarding next steps shortly after the interview is completed.

Please let me know if you have any specific questions or areas of focus you would like me to address during this call.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]