

Subject: Invitation to Phone Screen: [Candidate Name] for [Job Title]

Dear [Recruiter Name],

Thank you for presenting [**Candidate Name**] for the [**Job Title**] position. We would like to move forward with an initial phone screen.

Please coordinate with the candidate to confirm their availability for a 20-30 minute call during the following time slots:

- [Option 1: Day, Date, Time/Timezone]
- [Option 2: Day, Date, Time/Timezone]
- [Option 3: Day, Date, Time/Timezone]

The call will be conducted by [Interviewer Name], [Interviewer Job Title]. Please let us know which slot works best, or provide alternative times if these do not suit the candidate.

Once the time is confirmed, we will send a calendar invitation with the dial-in details.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]