

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to invite you for a preliminary phone interview to discuss your qualifications and the role in more detail.

Your interview has been scheduled for the following time:

**Date:** [Date]

**Time:** [Time] [Time Zone]

**Phone Number:** [Candidate Phone Number or Interviewer Name will call you]

The call will be with [Interviewer Name], [Interviewer Job Title], and is expected to last approximately [Duration] minutes.

Please confirm your availability for this time by replying to this email. If you need to reschedule, please let us know as soon as possible.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]