Phone Screen Email Confirmation Template

Dear []

Thank you for taking the time to talk with us over the phone to discuss the position of [].

We confirm that the Phone Screen interview will take place on [] at [] and [] will call you on []. Please ensure that you are in a position where you are able to talk freely and privately for approximately 20 minutes.

We look forward to talking with you then. If you wish to contact us prior to this meeting you can contact us on [] or [].

Yours sincerely,

[]