

Telephone Interview Confirmation

Dear [Participant's Name],

Thank you for agreeing to participate in our telephone interview. Below are the details for your upcoming session:

Participant Details

- **Name:** [Participant's Name]
- **Email:** [Participant's Email]
- **Phone Number:** [Participant's Phone Number]
- **Interview Date:** [Interview Date]
- **Interview Time:** [Interview Time] (Time Zone)
- **Duration:** Approximately [Duration]

Please ensure that you are in a quiet environment for our conversation. If you need to reschedule or have any questions, feel free to contact us at [Contact Information].

Thank you once again for your participation. We look forward to speaking with you!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]