

Interview Confirmation

Dear [Candidate's Name],

We are pleased to inform you that your telephone interview for the [Job Title] position has been scheduled.

Date: [Date]

Time: [Time] [Time Zone]

Duration: Approximately [Duration] minutes

Please ensure you are available at the scheduled time and in a quiet environment where you can speak freely.

If you have any questions or need to reschedule, feel free to reach out to us at [Contact Information].

Thank you, and we look forward to speaking with you soon!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]