Phone interview confirmation email template | Workable

**Email subject line:** Confirmation for phone interview – [*Company\_name*] / Phone interview with [*Company\_name*] for the [*Job\_title*] position

Hi [*Candidate\_Name*] / Dear [*Candidate\_Name*],

I would like to confirm your phone interview for the [*Job\_title*] position. Below are the details of this call:

**When:** [*date and time, e.g. Thursday, May 25, at 11 a.m,* ] - the estimated duration is [*e.g. 30*] minutes

**Where:** Phone interview - I will call you at [*e.g. 1-222-444-5555*]

**Who**: [*name and job title of the interviewer*]

Please let me know if the phone number listed above is incorrect. Also, If you have any questions, feel free to contact me via email or at [e.g. *1-444-555-2222*].

I look forward to talking with you and discussing this job opportunity at [*Company\_name*].

All the best / Kind regards,

[*Your name*]

[*Signature*]