

4 Phone Interview Confirmation Email Template

Standard phone interview confirmation template

Subject: Phone Interview Confirmation

Hi [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to invite you to a phone interview with our team.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Duration:** Approximately [Duration] minutes
- **Interviewer:** [Interviewer's Name and Position]

Please ensure you are in a quiet environment with a good phone connection at the scheduled time. If you have any questions or need to reschedule, feel free to reach out.

Looking forward to our conversation.

Best regards,

[Your Name] [Your Position] [Company Name] [Contact Information]

Phone interview confirmation for technical roles

Subject: Confirming Your Phone Interview for [Job Title] at [Company Name]

Hi [Candidate Name],

Great news! We're excited to confirm your phone interview for the [Job Title] position at [Company Name].

Here are the details:

- **Date:** [Date of Interview]
- **Time:** [Time of Interview] [Time Zone]
- **Interviewer:** [Interviewer Name] ([Interviewer Title])
- **Phone Number to Expect the Call From:** [Phone Number]

During this interview, we'll be discussing your background, skills, and experience, with a focus on the technical aspects relevant to this role. To help you prepare, here are a few things to keep in mind:

- **Technical Preparation:** [Specific instructions, e.g., "Be prepared to discuss your experience with [Specific Technology/Language]." or "You may be asked to solve a simple coding problem."]
- **Portfolio/Projects:** [Optional: "Please have your portfolio or links to relevant projects readily available."]
- **Questions:** Come prepared with any questions you have about the role, the team, or [Company Name].

If the scheduled time doesn't work for you, please let me know as soon as possible so we can find an alternative.

We look forward to speaking with you!

Best regards,

[Your Name] [Your Title] [Company Name] [Contact Information]

Phone interview confirmation with rescheduling option

Subject: Phone Interview Confirmation and Rescheduling Option

Hi [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to confirm your phone interview with us.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Duration:** [Duration]
- **Interviewer:** [Interviewer's Name]

We understand that schedules can be busy. If the proposed time doesn't work for you, please feel free to let us know, and we'll be happy to find a more convenient time.

To reschedule, simply reply to this email or contact us at [Contact Information].

Looking forward to speaking with you.

Best regards,

[Your Name] [Your Position] [Company Name] [Contact Information]

Phone interview confirmation for multiple interviewers

Subject: Confirming Your Phone Interview with Adaface - [Candidate Name]

Hi [Candidate Name],

We're excited to connect with you for a phone interview regarding the [Job Title] position at Adaface!

This email confirms the details of your upcoming interview:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Duration:** [Duration]
- **Phone Number:** [Phone Number to call]

For this interview, you'll be speaking with the following members of our team:

- [Interviewer 1 Name], [Interviewer 1 Title]
- [Interviewer 2 Name], [Interviewer 2 Title]
- [Interviewer 3 Name], [Interviewer 3 Title] (If applicable)

The interview will be structured as follows:

- Brief introductions from each interviewer.
- Discussion about your background and experience.
- Questions about your skills and qualifications for the role.
- Time for you to ask us any questions you may have.

Please be prepared to discuss your resume and your interest in [Job Title] role at Adaface.

If you have any questions or need to reschedule, please let me know at least 24 hours in advance by replying to this email. We understand things come up!

We look forward to speaking with you!

Best regards,