Phone Interview Invitation

[Your Company's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

We appreciate your interest in the [Position Title] role at [Company Name]. After reviewing your application, we would like to invite you for a preliminary phone interview to further assess your qualifications and suitability for the position.

Interview Details:

Date: [Interview Date]

Time: [Interview Time]

Duration: Approximately [Duration] minutes

Phone Number: [Phone Number] (Please be available at this number at the scheduled time)

Please confirm your availability for the scheduled time slot or propose an alternative time if needed.

If you have any questions or concerns, please feel free to reach out to us at [Contact Email] or [Contact Phone Number].

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Email]

[Contact Phone Number]