**Invite to Phone Screening**

**Template**

A picture containing background pattern

Description automatically generated

[INSERT DATE]

Private and Confidential

[INSERT NAME]

[EMAIL ADDRESS]

Dear [INSERT NAME],

I am contacting you in relation to your recent application for [INSERT POSITION]. I would like to arrange a phone screening interview with you.

Role: [INSERT TITLE]

Date: [INSERT DATE]

Time: [INSERT TIME]

Interviewer [INSERT NAME], [INSERT TITLE]

Type of Interview: Questions relating to your past employment experience and your interest in the role.

If you need to cancel, I kindly ask that you do this in advance to facilitate our diary in the office.

If you have any questions, please do not hesitate to contact me directly in the office on [INSERT NUMBER] or via email.

Please confirm your availability to attend by SMS text to [INSERT NUMBER].

Warm regards,

[INSERT NAME]

[INSERT TITLE]