

Letter cancelling a job interview

Subject: Cancellation of Interview Scheduled on [Date]

Dear [Candidate Name],

We regret to inform you that the interview scheduled on [Date] at [Time] has been canceled due to unforeseen circumstances. We apologize for any inconvenience this may cause.

We will reach out to reschedule at a later date. Thank you for your understanding.

Sincerely,

[Company Name / HR Representative]

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