

## Interview Cancellation Letter

Dear [Interviewee's Name],

I am writing to inform you that due to unforeseen circumstances, we have to cancel your scheduled interview for the [Position] role at [Company Name]. We regret any inconvenience this may have caused and would like to thank you for your interest in our organization.

We understand that you may have made special arrangements and taken time off to attend this interview, and we apologize for any disruption this may have caused. Please know that we value your time and interest in our company.

If you wish to reschedule your interview, please feel free to reach out to us, and we will do our best to accommodate your request. Alternatively, we encourage you to apply for other available positions at our company that you may be interested in.

Once again, we apologize for any inconvenience this may have caused and thank you for your understanding.

Sincerely,

[Your Name]

[Company Name]