

Professional notice from company to candidate about cancellation

Subject: Interview Cancellation Notification

Dear [Candidate Name],

We regret to inform you that the interview scheduled on [Date] for the position of [Job Title] has been canceled due to [reason, e.g., scheduling conflicts, internal changes]. We apologize for any inconvenience this may cause.

We will reach out to reschedule the interview at a later date if possible. Thank you for your understanding and interest in [Company Name].

Sincerely,

[HR Manager Name]

[Company Name]

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