

Conditional notice about postponing or canceling interview

Subject: Provisional Cancellation of Interview

Dear [Candidate Name],

This is to inform you that your interview scheduled on [Date] for the [Job Title] position is provisionally canceled due to [reason]. We will notify you shortly regarding the possibility of rescheduling.

We apologize for any inconvenience and appreciate your patience and understanding.

Regards,

[HR Manager Name]

[Company Name]

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