

RESCHEDULING AN INTERVIEW

Dear

I hope this message finds you well. I regret to inform you that due to [brief explanation of reason], I am unable to attend the scheduled interview on [date and time]. I sincerely apologize for any inconvenience this may cause.

I remain very interested in the opportunity with [company name] and would appreciate the opportunity to reschedule the interview at your earliest convenience. Please let me know if that would be possible.

Thank you for your understanding.

Sincerely,
[Your Name]

CANCELLING DUE TO ACCEPTING ANOTHER OFFER

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that I must regretfully cancel our scheduled interview for the [Position Title] role at [Company Name].

After careful consideration and evaluation of multiple opportunities, I have accepted another offer that aligns closely with my career goals and aspirations. While I was genuinely interested in the opportunity to join your esteemed team and contribute to [Company Name], circumstances have led me to make this difficult decision.

I sincerely apologize for any inconvenience this may cause and I want to express my gratitude for considering me for the position. I have the utmost respect for [Company Name] and the work being done there.

Once again, thank you for the opportunity to interview with [Company Name]. I genuinely appreciate your time and consideration throughout this process.

Wishing you and the team continued success in all your endeavors.

Warm regards,

[Your Name]

CANCELLING DUE TO LACK OF INTEREST

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that I would like to cancel the scheduled interview for the [Position Title] role.

After careful consideration and reflection, I have come to the decision that pursuing this opportunity is not aligned with my current career goals and interests.

I sincerely appreciate the time and effort you and your team have invested in considering my application and arranging the interview.

Please accept my apologies for any inconvenience this may cause, and I genuinely hope this decision does not disrupt your recruitment process.

Thank you once again for the opportunity, and I wish you all the best in finding the ideal candidate for the role.

Warm regards,

[Your Name]
