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How to cancel an interview you'd like to reschedule

Email subject line: Rescheduling Interview for [Job Title] Role

Hi [Candidate's Name],

I apologize in advance for any inconvenience, but we'll need to reschedule the interview we had planned for the [insert job title] role on [date and time of original interview].

Unfortunately, [insert reason for rescheduling, such as if the role has been put on hold or if an interviewer has a scheduling conflict].

I want to reiterate that the team is enthusiastic about your application and qualifications, so we hope to make another time for an interview soon. Please let me know what your availability looks like over the next [insert applicable time frame] so we can reschedule.

Thank you again for applying, and we hope to speak with you soon.

Sincerely,

[Your name and email signature]



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How to cancel an interview without rescheduling

Email subject line: Canceling Interview for [Job Title] Role

Dear [Candidate's Name],

I'm reaching out today because, unfortunately, we'll need to cancel the interview we had scheduled for the [job title] position at [date and time of original interview].

[State reason for cancellation, such as if another candidate has accepted an offer or you have decided to pursue other candidates at this time.]

We wish you all the best in your future endeavors, and thank you again for applying.

Sincerely,

[Your name and email signature]

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