**Interview Cancellation Email**

**1.) General Interview Cancellation Email**

| Subject: Interview Cancellation for [Job Title]  Dear [Candidate Name],  I regret to inform you that unfortunately we would have to cancel the interview for [job title]s position that was scheduled on [day and date].  [Briefly mention the reason why you need to cancel the interview and let them know when/whether you are going to reach them. For eg., The hiring plans at our company have changed due to a downturn in staffing and we are going to put the hiring for this position on hold for at least 3 months.  However, we are highly impressed with your profile and we would like to keep your application in file in order to reach you once the hiring for this position is open. We will schedule a new appointment if you are still available. In the meantime, I will keep you updated on any open vacancies similar to this or the similar role.  We really thank you for taking time to apply at [Company Name] and request you to accept our heartiest apologies for any inconvenience caused.  Sincerely, [Your Name]  [Email signature] |
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**2.) Interview Cancellation Email with the Suggestions to Reschedule**

| Subject: [Position Name] - Invitation for the interview(Change in schedule)  Dear [Candidate Name],  We would like to thank you for showing your interest in joining [Company name] as [Job title]. Unfortunately, we would have to cancel the interview scheduled at [time] on [day and date] due to [mention the reason, for example, unexpected schedule issues]. If possible, can you please select one of the below mentioned dates in order to reschedule the interview:   * Day, Date, and Time (1) * Day, Date, and Time (2) * Day, Date, and Time (3)   Please send a response selecting any of these dates. In case you are not available on these dates, we would appreciate your preference for the interview.  Please accept our apologies for the inconvenience. We look forward to your response.  Regards,  [Your Name]  [Email Signature] |
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