Interview cancellation email from employer | Workable

**Email subject line:** Cancelling interview for the [*Job\_title*] position

Hi [*Candidate\_Name*] / Dear [*Candidate\_Name*],

I’d like to inform you that, unfortunately, we need to cancel our interview for the [*Job\_title*] position that we had arranged for [*date and time.*]

[*Briefly mention why you’re cancelling and when/whether you are going to reach out again, e.g. Our hiring plans have changed and we decided to put this position on hold for at least three months, so we won’t be conducting any interviews at this time. However, as we were very impressed with your qualifications, we’d like to reach out again once the role is open and schedule a new appointment, if you’re still available to meet. In the meantime, I’ll keep you posted on any updates about this or similar roles.*]

Thank you, again, for taking the time to apply at [*Company\_name*] and please accept my sincerest apologies for any inconvenience.

Regards,

[*Your name*]

[*Signature*]