Reschedule interview with candidates email template | Workable

**Email subject line:** Interview with [*Company\_name*]: New date / Rescheduling interview for the [*Job\_title*] position

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

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

*[Briefly mention why you’re rescheduling, e.g. Due to unexpected family obligations, our hiring manager [Hiring manager’s name] won’t be available at that day.*]

Could we reschedule for [*new date and time*]? Let me know if that works for you or if you would prefer another date or time this week.

Please accept my sincerest apologies for any inconvenience.

[*Your name*]

[*Signature*]