

Interview Setting Change Notification

Dear [Candidate's Name],

We hope this message finds you well. We are reaching out to inform you of an important update regarding your upcoming interview for the [Job Title] position originally scheduled for [Original Date and Time].

Due to [reason for the change], the interview will now take place at [New Location/Platform] on [New Date and Time].

Please let us know if the new time works for you or if you need to reschedule. We appreciate your understanding and flexibility.

Thank you, and we look forward to speaking with you soon!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]