

# Interview Site Adjustment Notification

Dear [Candidate's Name],

We hope this message finds you well. We are writing to inform you of an adjustment regarding the location of your upcoming interview for the [Job Title] position.

Your interview that was originally scheduled to take place at [Original Location] will now be held at [New Location]. The date and time remain unchanged:

- Date: [Interview Date]
- Time: [Interview Time]

We apologize for any inconvenience this may cause and appreciate your understanding. Please do not hesitate to reach out if you have any questions or require further assistance.

Thank you for your flexibility, and we look forward to meeting you.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]