

Interview Locale Change Notification

Dear [Candidate's Name],

We hope this message finds you well. We are writing to inform you that there has been a change in the location of your upcoming interview scheduled for [Date] at [Time].

The new interview location is:

[New Address]

We apologize for any inconvenience this may cause and appreciate your understanding. Please feel free to reach out if you have any questions or need further assistance.

Thank you, and we look forward to meeting you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]