

Interview Time Change Notification

Dear [Candidate's Name],

I hope this message finds you well. I am writing to inform you that there has been a slight change in the schedule for your upcoming telephone interview for the [Position Title] role.

The interview, originally scheduled for [Original Date and Time], will now take place on [New Date and Time]. We apologize for any inconvenience this may cause and appreciate your understanding.

Please confirm your availability for the new time. If you have any conflicts, let us know and we will do our best to accommodate your schedule.

Thank you for your flexibility, and we look forward to speaking with you soon.

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]