

Interview Cancellation Letter

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to inform you that I must unfortunately cancel our scheduled interview for the [Position Title] on [Date]. After careful consideration, I have decided to accept another job offer that aligns with my career goals.

I sincerely appreciate the opportunity to interview for a position at [Company Name] and the time you and your team invested in the process. I have great respect for your organization, and I hope to stay in touch for future opportunities.

Thank you once again for your understanding. I wish [Company Name] continued success.

Warm regards,

[Your Full Name]

[Your Email Address]

[Your Phone Number]