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Interview appointment email template

To:

From:

Subject:

Dear _____ (Sir or Madam),

This is with reference to the interview call letter received on _____ (Which Date Interview Letter Was Received). I acknowledge the receipt of the same and confirm my presence for the interview on _____ (Which date you would be appearing for the interview).

As it is one of the prestigious firms, appearing for the interview will be a matter of honor. I shall be present be at the given time and address, with all the related documents.

Thanking You.

Yours truly,

Name and Signature

MS. LEE MARSHALL
999 East 32nd Street, Austin, TX 78705 | 512-555-8793
leemmarshall@utexas.edu

August 17, 2015

Ms. Dale Evans
Recruiting Coordinator
Roy, Rogers & Trigger, LLP
123 Fifth Avenue
New York, NY 10153

Dear Ms. Evans:

I am writing to apologize for the cancellation of my interview with Roy, Rogers & Trigger, LLP that was scheduled for tomorrow, August 18. Although I am very impressed with the credentials of your firm, I have decided to accept an offer for a summer clerkship with Smith & Jones in Houston. I apologize for any inconvenience this may have caused. Please contact me if you have any questions or concerns regarding this matter.

Sincerely,

Lee Marshall

To:

From:

Subject: Acceptance of the Interview Invitation

Respected Sir,

I am Mr. or Miss. XYZ had applied for the job in your organization recently and in regard of that job application, I recently received an invitation letter for the interview on 16/06/2018. I will make sure that I will be present at the interview place right on time.

I am very grateful to receive the invitation for the interview with a prestigious company like yours. As per the invitation received by me, my interview is going to be held on 22/06/2018.

Your Sincerely,

Mr. or Miss. XYZ
(Your Signature)

Reschedule interview email template

Email subject line: Interview with [Company_name]: New date / Rescheduling interview for the [Job_title] position

Hi [Candidate_Name] / Dear [Candidate_Name],

I'd like to inform you that, unfortunately, we need to reschedule our interview for the [Job_title] position that we had arranged for [date and time].

[Briefly mention why you're rescheduling, e.g. Due to unexpected family obligations, our hiring manager (Hiring manager's name) won't be available at that day.]

Could we reschedule for [new date and time]? Let me know if that works for you or if you would prefer another date or time this week.

Please accept my sincerest apologies for any inconvenience.

[Your name]

[Signature]

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