

Subject: Rescheduled Virtual Interview - [Company Name] - [Job Title]

Dear [Candidate Name],

I am writing to confirm that your virtual interview for the [Job Title] position has been rescheduled. We apologize for any inconvenience caused by this change.

Your new interview details are as follows:

**Date:** [Date]

**Time:** [Time, including Time Zone]

**Platform:** [Platform Name, e.g., Zoom/Google Meet/Microsoft Teams]

**Meeting Link:** [\[Link\]](#)

You will be meeting with: [Interviewer Names and Job Titles].

Please ensure that your camera and microphone are working correctly prior to the call. If you have any issues connecting at the time of the interview, please contact me at [Phone Number/Email].

We look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Title]

[Company Name]