

Dear [Client Name],

This email is to confirm the rescheduled date and time for your virtual interview with [Candidate Name] for the [Job Title] position.

To ensure clarity across our locations, please find the updated details below:

- **Date:** [Date]
- **Time (Your Local Time - [Client Timezone]):** [Client Time]
- **Time (Candidate Local Time - [Candidate Timezone]):** [Candidate Time]
- **Virtual Meeting Link:** [Link]
- **Meeting ID/Passcode:** [Details if applicable]

We apologize for any inconvenience caused by this schedule change and appreciate your flexibility.

The candidate's resume and the job description are attached for your reference. If you have any further questions or encounter any technical difficulties, please contact me directly at [Phone Number/Email].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]