

Subject: URGENT: Replacement Interview Confirmation - [Job Title] - [Candidate Name]

Dear [Candidate Name],

This email serves as urgent confirmation for your rescheduled virtual interview for the [Job Title] position. Due to unforeseen circumstances, we have updated your interview slot to ensure we can meet with you as soon as possible.

Interview Details:

- **Date:** [Date]
- **Time (Your Local Time):** [Time] [Candidate Timezone]
- **Time (Company Local Time):** [Time] [Company Timezone]
- **Duration:** [Duration, e.g., 45 minutes]
- **Virtual Meeting Link:** [\[Meeting Link\]](#)
- **Access Code/Password:** [Code if applicable]

Interview Panel:

- [Interviewer Name], [Title]
- [Interviewer Name], [Title]

Preparation:

Please ensure you have a stable internet connection and test your audio/video settings via the link above prior to the start time. If you experience any technical difficulties or cannot make this new time, please reply to this email immediately or call [Phone Number].

We apologize for the short notice and appreciate your flexibility.

Best regards,

[Your Name]

[Your Title]

[Company Name]