

Subject: Confirmed: Rescheduled Interview for [Role Name] - [Candidate Name]

Dear [Client Name],

This letter confirms that the interview for the [Role Name] contract position has been successfully rescheduled.

The new interview details are as follows:

- **Candidate:** [Candidate Name]
- **New Date:** [Date]
- **New Time:** [Time] [Time Zone]
- **Location/Link:** [Video Link or Office Address]

I have updated the calendar invitations for all parties. Thank you for your flexibility in adjusting this schedule.

Please let me know if you need any updated documentation or have further questions prior to the meeting.

Best regards,

[Your Name]
[Your Title]
[Your Company]