

Subject: Confirmation: Rescheduled Interview with [Client Company Name]

Dear [Candidate Name],

As requested, we have successfully rescheduled your interview with [Client Company Name]. Please find the updated details below:

New Date: [Date]

New Time: [Time] [Time Zone]

Interview Format: [In-person/Video/Phone]

Location/Link: [Address or Meeting Link]

You will be meeting with: [Interviewer Name(s)], [Job Title(s)].

Please confirm your receipt of this email and your availability for the new time. If you have any further questions before the interview, please let me know.

Best regards,

[Your Name]

[Your Title]

[Your Company]