

Date: [Current Date]

Subject: Confirmation of Rescheduled Virtual Interview - [Company Name]

Dear [Client/Candidate Name],

This letter confirms that your virtual interview has been rescheduled per our recent communication. We appreciate your flexibility in adjusting the schedule.

The updated interview details are as follows:

- **New Date:** [Day of the week], [Date]
- **New Time:** [Time] [Time Zone]
- **Virtual Platform:** [Meeting Link/Platform Name]
- **Meeting ID:** [ID Number, if applicable]
- **Passcode:** [Passcode, if applicable]

Please use the link above to join the video call at the scheduled time. We recommend testing your audio and camera settings a few minutes before the session begins.

If you have any further questions or encounter any technical difficulties prior to the meeting, please contact [Contact Person Name] at [Phone Number] or [Email Address].

We look forward to speaking with you soon.

Best regards,

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