Interview reschedule email

Send it the moment you know the original time won't work, and at least 24 hours before the slot when possible. For same-day changes, call or text first and follow with the email.

EMPLOYER NEEDS TO RESCHEDULE

Subject: Change of time: your [Job Title] interview on [Original Date]

Hi [First Name],

I'm sorry to do this, but we need to move your interview for [Job Title], currently set for [Original Date] at [Original Time] [Time Zone]. [Interviewer Name] has a conflict we couldn't avoid.

Here are a few new times:

- [Option 1]
- [Option 2]
- [Option 3]

Or pick any open slot here: [Scheduling Link]

Everything else stays the same: [Duration] minutes, [format], with [Interviewer Name]. I'll send a new calendar invite as soon as you choose.

Thanks for your flexibility, and apologies again for the change.

[Your Name]
[Title], [Company]
[Phone Number]

REPLY TO A CANDIDATE'S REQUEST

Subject: Re: Rescheduling your [Job Title] interview

Hi [First Name],

No problem at all, thanks for letting me know ahead of time.

Would any of these work instead?

- [Option 1]
- [Option 2]
- [Option 3]

If it's easier, you can choose a time directly here: [Scheduling Link]

Once you pick, I'll send an updated invite and cancel the original one.

[Your Name]
[Title], [Company]

SAME-DAY CHANGE

Subject: Today's interview: need to move it, new times inside

Hi [First Name],

I just tried to call you. Unfortunately we have to move today's [Original Time] interview for [Job Title]. I'm really sorry for the short notice.

The earliest times we can offer are:

- [Option 1]
- [Option 2]

If you had already arranged time off or travel for today, tell me and we'll do what we can to make it right, including a video option if that's easier.

Please reply or call me at [Phone Number].

[Your Name]
[Title], [Company]

HIGH-VOLUME / HOURLY

Subject: [First Name], please pick a new interview time

Hi [First Name],

Your interview for [Job Title] on [Original Date] at [Original Time] needs to move. Sorry about that.

Pick a new time here: [Scheduling Link]

There are open slots [Days and Hours]. Your spot for the [Class Start Date] training class is still available.

Questions? Text us at [Text Number].

[Company] Recruiting Team

SUBJECT LINE IDEAS

• Change of time: your [Job Title] interview

• Rescheduling your interview with [Company]

- New time needed for your [Job Title] interview
- Interview time change: [Original Date]
- Can we move your interview to another day?
- Updated interview time for [Job Title]
- Re: your interview request, new times

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. Sorry, we need to move your [Original Date] [Original Time] interview for [Job Title]. Pick a new time here: [Scheduling Link] or reply with a time that works. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Original Date], [Original Time], [Time Zone], [Interviewer Name], [Option 1], [Option 2], [Option 3], [Scheduling Link], [Duration], [Days and Hours], [Class Start Date], [Text Number], [Your Name], [Title], [Phone Number]