[Name of Recipient]

[Address of Recipient]

Date:

[Sender’ Name]

[Sender’s Designation]

**Subject: Job Interview Cancellation Letter**

Dear Mr./Mrs. [name of the Recipient],

This is to inform you that your walk-in interview for the position of [mention job position] with the [name of the Company], to be held on [mention the Date], is now cancelled for the time being. As stated in your interview invitation letter, your interview was to be held on [mention the Date] with Mr./Mrs. [name of the Interviewer], we are sorry to inform you that Mr./Mrs. [name of the interviewer] had to travel out of country for some urgent business meetings.

He/ She will stay abroad from [mention date] to [mention date] and therefore we had to cancel the said interview. We are working on rescheduling the interview after his/her return and we will inform you very soon about that. We sincerely apologize for any inconvenience caused to you. For further details, feel free to contact us.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]