

Interview reschedule email template

Move an interview without losing the candidate's trust, whether the change is on your side or theirs.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Interviews move. An interviewer gets sick, a hiring manager is pulled into a customer emergency, or the candidate's current job won't let them leave. How you handle the change says a lot about how your company treats people, and candidates notice.

When the change is on your side, apologize once, explain briefly, and offer specific new times right away so the candidate isn't left waiting. When the candidate asks to move, respond quickly and without any hint of frustration. Either way, send an updated calendar invitation and cancel the old one. Pair this with the interview reminder for the new date.

Version 1: Employer needs to reschedule

SUBJECT Change of plans: can we move your [Day] interview?

Hi [Candidate first name],

I'm sorry to do this, but we need to move your interview for the [Job title] role, which was scheduled for [Original day and time]. [Interviewer name] has [a brief, honest reason, such as an unexpected conflict].

We are still very interested in talking with you. Would any of these times work?

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

If none of those fit, send me a few times that do and I will make it work. Thank you for your flexibility, and I apologize for the inconvenience.

[Recruiter name]
[Title], [Company]

Version 2: Candidate asked to reschedule

SUBJECT Re: rescheduling your interview

Hi [Candidate first name],

No problem at all, and thanks for letting us know. Here are a few new times for your interview with [Interviewer name]:

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

Reply with the one that works best and I will send an updated invitation. If none of these fit, let me know what does.

[Recruiter name]
[Company]

Subject lines to try

- Change of plans: can we move your [Day] interview?
- New time for your [Company] interview
- Re: rescheduling your interview
- Updated interview time: [Job title]
- Apologies, we need to reschedule

How to personalize it

- Offer at least three specific options instead of asking the candidate to suggest times first.
- If you have moved the interview once already, say so and apologize more directly.
- Keep the same interviewer when you can, so the candidate doesn't have to start over.
- Confirm the new time with a fresh calendar invitation.

Mistakes to avoid

- Rescheduling by calendar update alone, with no explanation.
- Moving the same interview more than once without escalating internally.
- Over-explaining a candidate's request back to them.
- Letting the reschedule push the decision timeline without telling the candidate.

When to send it

As soon as you know. A same-day cancellation by the employer is a real cost for a candidate who may have taken time off work, so give as much notice as possible and offer the earliest new time you can.

| Before you hit send

- The job title, pay range, and dates match what is in your applicant tracking system.
- Every placeholder in brackets has been replaced or deleted.
- Candidates who will be interviewed or assessed are told how to request an accommodation.
- Nothing in the message comments on age, family, health, or other protected characteristics.
- A real person is named as the contact, with a reply address someone checks.

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