**Subject:** Notification of Reschedule Interview

Hi (Candidate Name),

We were due to meet on (Date) at (Place) for the position of (Job Title) . Unfortunately, due to unforeseen work, I’ll have to reschedule your interview to on (New Date) at (New Place) .

I’m sorry to throw a wrench in your schedule, but we can work out another time if this does not suit you. I’m really looking forward to meeting you and talking about the role.

Thank you for understanding.

All the best  
(Your Name)  
(Job Title)