

Professional Apology Email Template for Missed Interview

This **professional apology email template for missed interview** provides a polite and concise way to acknowledge and apologize for missing a scheduled interview, express regret for any inconvenience caused, and request an opportunity to reschedule. It demonstrates accountability and professionalism, helping to maintain a positive impression with the potential employer despite the missed appointment.

Email Template

Subject: Sincere Apologies for Missing Interview â€“ [Your Full Name]

Dear [Interviewer's Name],

I sincerely apologize for missing the interview scheduled on [Date and Time]. I understand that your time is valuable, and I deeply regret any inconvenience my absence may have caused you and your team.

The missed interview was unintentional, and I take full responsibility for not being able to attend. If possible, I would greatly appreciate the opportunity to reschedule at a time that is convenient for you. I remain enthusiastic about the opportunity to join [Company Name] and discuss how my skills and experiences can contribute to your team.

Once again, I apologize for any disruption this may have caused and thank you for considering my request.

Best regards,
[Your Full Name]
[Your Phone Number]
[Your Email Address]