

Apology Letter Sample to Employer for Missing Interview Slot

Dear [Employer's Name],

I am writing to sincerely apologize for missing the interview scheduled on [Date] for the [Position Title] position at [Company Name]. I deeply regret any inconvenience or disruption this may have caused to your schedule or team.

Unfortunately, [briefly explain reason, e.g., "I was unwell unexpectedly," or "I encountered an emergency that required my immediate attention"]. I recognize the importance of your time and the opportunity presented, and I take full responsibility for not informing you sooner.

I remain very interested in the [Position Title] role and your organization. I would be grateful if you could consider rescheduling the interview at a time that is convenient for you. Please let me know if there is any possibility to do so, and I assure you of my utmost commitment moving forward.

Thank you very much for your understanding and consideration.

Sincerely,

[Your Name]

[Your Contact Information]