

Apology Letter Sample for Missed Job Interview Due to Illness

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to sincerely apologize for not being able to attend the interview scheduled for [date and time] for the [position title] at [Company Name].

Unfortunately, I was unexpectedly taken ill and was unable to notify you in advance or participate in the interview as planned. I understand the importance of professionalism and punctuality, and I deeply regret any inconvenience this may have caused.

I am very interested in the opportunity to join [Company Name] and contribute to your team. If it is possible, I kindly request to reschedule the interview at a time that is convenient for you. I will make every effort to ensure this situation does not occur again.

Thank you for your understanding and consideration. Please let me know if rescheduling is possible or if there are any further steps I should take.

Sincerely,

[Your Name]

[Your Contact Information]