

Apology Letter Sample for Missing Virtual Interview Appointment

This **apology letter sample for missing virtual interview appointment** provides a thoughtful and professional way to express regret for not attending a scheduled online interview. It emphasizes taking responsibility for the absence, offering a sincere apology, explaining the reason if appropriate, and requesting an opportunity to reschedule. Using this sample helps maintain a positive impression with the interviewer and demonstrates professionalism and respect for their time despite the missed appointment.

Sample Apology Letter

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing my scheduled virtual interview for the [Job Title] position at [Company Name] on [Date and Time]. I understand the inconvenience my absence may have caused and take full responsibility for not being present at the agreed time.

Unfortunately, [briefly mention the reason if appropriate, e.g., "I was faced with an unexpected personal emergency"]. However, I recognize the importance of punctuality and professionalism, and I deeply regret any disruption this may have caused to your schedule.

I am very enthusiastic about the opportunity to join your team at [Company Name] and would greatly appreciate another chance to discuss my qualifications. If possible, I kindly request the opportunity to reschedule the interview at a time that is convenient for you.

Thank you very much for your understanding and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]