

SAMPLE LETTER OF APOLOGY

Your Name
Your Address
City, State, Zip
Your Phone Number
Your E-mail

Today's date

Interviewer's Name
Company Name
Company Address
Company City, State, Zip

Dear Ms/Mr. (Interviewer's Last Name):

First Paragraph:

Apologize for missing the scheduled interview and not being considerate of an employer's valuable time. Include the location, date, and time of the missed interview. Be sure to accept full responsibility for the missed interview and avoid blaming any other factors or individuals.

You may also decide to include a *short explanation* for missing the interview. You will earn respect from the interviewer by openly acknowledging your mistakes and moving forward.

Second Paragraph:

If you *no longer seek employment opportunities* with this organization you can conclude by simply thanking them for their time and consideration. You may include the reason for not pursuing additional employment (moving, another position, etc.) but it is not necessary.

OR

If you do *hope to still interview* with the employer, indicate your genuine desire to reschedule the missed interview. Include a copy of your resume with the apology letter. Close the letter by thanking the interviewer for their time and consideration.

Sincerely,

Your name

*Enclosure (*if including resume*)