

## **Policy Regarding On Campus Interview Cancellations**

If due to an emergency you are unable to attend an interview please contact the Career Development Centre staff immediately at 474-6596. You are then asked to write an apology letter to the interviewer. Typed apology letters should be turned in to the Career Development Centre as soon as possible in an unsealed envelope which will then be forwarded to the interviewer.

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### ***Sample Letter of Apology for Missed Interview***

**Jane Green**

1214 Willow Bend Winnipeg, MB R3M 0Z3  
(204) 485-9865

October 10, 2000

Mr. Bob Brock  
Accounting Manager  
Palliser Furniture  
180 Furniture Park Road  
Winnipeg, MB  
R3M 9L9

Dear Mr. Brock,

Please accept my sincere apology for being unable to attend my interview with you this afternoon. *(may mention reason why missed here ....)* I apologize for any inconvenience that I may have caused.

This interview was very important to me as I am very interested in your organization. If it is possible I would be interested in re-scheduling this meeting at a time that is convenient for you. I can be reached at 485-9865.

Once again, I apologize and thank you for your time and consideration.

Sincerely,

(signature)

Jane Green