

# Exit Interview Request

Dear [Contractor's Name],

We hope this message finds you well. As your contract period is nearing its conclusion on [End Date], we would like to request your participation in an exit interview. This is an opportunity for you to provide feedback about your experience with our team and share any suggestions for improvement.

The exit interview will be held on [Proposed Date and Time]. It should take approximately [Duration] and can be conducted [in-person/virtually]. Please let us know if this time is convenient for you or if you would prefer an alternative.

Your insights are valuable to us, and we appreciate your collaboration and contributions during your time with [Company Name].

Thank you for considering this request. We look forward to your response.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]