

Dear [Employee's Name],

As you prepare for your transition from the [Department Name], we would like to conduct an exit interview with you. This will provide us with valuable insights into your experience and help us improve our processes and work environment.

Please let us know your availability for a meeting during your last week with us. We appreciate your feedback and look forward to your responses.

Thank you for your contributions to the team.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]