

Exit Interview Request

Dear [Employee's Name],

As you prepare to leave [Company Name], we want to take this opportunity to gather your valuable feedback through an exit interview. Your insights will help us understand your experience and improve our workplace for future employees.

We would like to schedule a meeting with you on [Proposed Date and Time] at [Location/Platform]. Please let us know if this time works for you, or propose an alternative.

Thank you for your contributions to our team, and we wish you all the best in your future endeavors.

Best regards,

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