

Exit Interview Request for Internal Transfer

Dear [Employee's Name],

We hope this message finds you well. As you prepare for your upcoming internal transfer, we would like to request your participation in an exit interview. This interview will help us understand your experiences in your current role and how we can improve our workplace for future employees.

Please let us know your availability for a brief meeting within the next week. We value your feedback and appreciate your contributions to our team.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]