

Dear [Employee's Name],

As you prepare to transition from your role as [Employee's Position] at [Company Name], we would like to request your participation in an exit interview. Your insights are invaluable to us, and we are eager to learn from your experiences.

The exit interview will provide an opportunity for you to share your thoughts on your time with us, your reasons for leaving, and any suggestions you may have for improving our workplace.

Please let us know your availability for this interview, ideally within your last week of employment. We can accommodate your schedule and can arrange for it to take place either in person or virtually.

Thank you for your contribution to [Company Name], and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]