

Exit Interview Request

Dear [Employee's Name],

As you prepare to transition from your role at [Company Name], we would like to schedule an exit interview with you. Your feedback is invaluable in helping us improve our work environment and practices.

Please let us know your availability for a brief meeting via [preferred platform, e.g., Zoom, Microsoft Teams] within the next week.

Thank you for your contributions to our team. We look forward to hearing your thoughts.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]