

# Exit Interview Request

Dear [Employee's Name],

As your season with us comes to an end, we would like to take this opportunity to gather your valuable feedback through an exit interview. Your insights are important for us to improve and ensure a better experience for future employees.

Please let us know a convenient time for you to meet with us. The interview should take approximately 30 minutes and can be conducted in person or virtually, according to your preference.

Thank you for your contributions, and we look forward to hearing your thoughts!

Sincerely,

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