

Exit Interview Request

Dear [Employee's Name],

As a valued member of our team, your experience and insights are important to us. We would like to invite you to participate in an exit interview as you transition away from [Company Name].

The purpose of this interview is to gain feedback on your experience during your time with us and to identify any areas for improvement.

Please let us know your availability for the following dates and times:

- [Date & Time Option 1]
- [Date & Time Option 2]
- [Date & Time Option 3]

If none of these options work for you, please suggest an alternative time that is convenient.

Thank you for your contributions to [Company Name]. We look forward to hearing from you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]