

Exit Interview Request

Dear [Employee's Name],

We have received your voluntary resignation letter dated [Date of Resignation Letter]. We appreciate your contributions to [Company's Name] and would like to conduct an exit interview.

The exit interview is an opportunity for us to gain insights into your experience with the company and understand your reasons for leaving. Your feedback is valuable to us as we strive to improve our work environment.

We would like to schedule this interview at your earliest convenience. Please let us know your available times in the upcoming week, and we will do our best to accommodate.

Thank you for your cooperation, and we wish you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]
[Company's Name]
[Contact Information]