

Dear [Employee's Name],

We would like to invite you to participate in an exit interview following your recent decision to leave [Company Name]. Your feedback is invaluable to us, and this session will help us understand your experience and improve our workplace.

Please let us know your availability for the exit interview. We can schedule it at a time that is convenient for you within the next week.

Thank you for your contributions to [Company Name]. We appreciate your time and input.

Best regards,
[Your Name]
[Your Title]
[Company Name]
[Contact Information]