

Dear [Employee's Name],

As you prepare to leave [Company Name], we want to take a moment to thank you for your contributions during your time with us. Your dedication and hard work have been greatly appreciated.

We value the insights of our departing employees and would like to request your feedback on your experience with us. Your honest thoughts will help us improve our workplace for future employees and understand what we did well and where we can enhance.

Please take a few moments to answer the following questions:

- What did you enjoy most about working here?
- What challenges did you face?
- Do you have suggestions for improving our workplace culture?
- Would you recommend our company to others? Why or why not?

Your feedback is invaluable to us, and we appreciate your time and honesty. If you prefer to have a conversation instead, please let us know, and we can arrange a meeting at your convenience.

Thank you once again for everything, and we wish you all the best in your future endeavors!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]