

Exit Interview Confirmation

Dear [Employee's Name],

We would like to confirm your exit interview scheduled on [Date] at [Time]. The interview will take place in [Location/Virtual Platform].

The purpose of this interview is to gain feedback about your experience with our company and to understand your reasons for leaving.

Please let us know if you have any specific topics you would like to discuss during the interview.

We appreciate your contributions to the team and look forward to hearing your insights.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]