

# Exit Interview Feedback Request

Dear [Employee's Name],

As you prepare to transition from [Company Name], we want to gather your insights on your experience with us. Your feedback is invaluable in helping us improve our workplace environment and processes.

Please take a few moments to complete this exit interview feedback form. Your responses will remain confidential and will be used solely for the purpose of improving our organization.

Link to Feedback Form: [Insert Link]

We greatly appreciate your time and honesty in sharing your thoughts.

Thank you and best wishes for your future endeavors!

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]