

Exit Interview Follow-Up

Dear [Employee's Name],

Thank you for taking the time to participate in your exit interview on [Date]. Your feedback is valuable to us as we strive to improve our workplace environment.

We appreciate your insights regarding [specific topics discussed], and we are committed to reviewing your suggestions seriously. If you have any additional thoughts or concerns you would like to share, please feel free to reach out by [contact method].

Wishing you all the best in your future endeavors!

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