

Employee Exit Interview Insights Collection

Dear [Employee's Name],

As part of our commitment to continuous improvement, we conduct exit interviews with employees who are leaving the company. Your feedback is valuable to us and will help us enhance our workplace environment.

Please provide your insights on the following topics:

1. **Reason for Leaving:** What were the primary reasons for your decision to leave?
2. **Work Environment:** How would you describe your experience working in our company?
3. **Management:** How did you find the support from your direct supervisor and management?
4. **Job Role:** Did you feel your job role met your expectations? Please elaborate.
5. **Suggestions for Improvement:** What changes would you recommend to make the company a better place to work?

Please feel free to include any additional comments or feedback that you think would be helpful.

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]