

Employee Exit Interview Process Overview

Dear [Employee Name],

As part of our commitment to continuous improvement and employee satisfaction, we conduct exit interviews for employees departing from our organization. This letter outlines the process you can expect during your exit interview.

Purpose of Exit Interviews

The exit interview aims to gather feedback on your experience within the company, understand the reasons for your departure, and identify areas for improvement.

Process Overview

1. **Schedule the Interview:** Our HR team will reach out to you to schedule a convenient time for the exit interview.
2. **Interview Format:** The interview will be conducted in a confidential setting, either in person or virtually.
3. **Feedback Topics:** You will be asked questions related to your job role, team dynamics, company culture, and any suggestions for improvement.
4. **Confidentiality:** All responses will be kept confidential and used solely for organizational improvement purposes.

Next Steps

Please look out for an email from our HR department to confirm the date and time of your exit interview. Your feedback is invaluable to us, and we appreciate your participation in this process.

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]