

Exit Interview Scheduling

Dear [Employee's Name],

As you prepare for your departure from [Company Name], we would like to schedule an exit interview with you. This interview provides an opportunity for you to share your experiences and offer feedback about your time at the company.

Please let us know your availability for the following dates and times:

- [Date 1] - [Time 1]
- [Date 2] - [Time 2]
- [Date 3] - [Time 3]

If none of the above times work for you, please suggest alternative dates and times that are convenient for you.

Your input is valuable, and we appreciate your cooperation in this process. Thank you for your contributions to [Company Name].

Best regards,
[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]