

Resignation Exit Interview Comments

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Exit Interview Comments

Dear [Manager's Name],

As I prepare to leave [Company Name], I wanted to take a moment to share my thoughts and experiences during my time here.

Positive Experiences

- Collaborative work environment
- Supportive colleagues and management
- Opportunities for professional growth

Areas for Improvement

- Communication within teams
- Workload balancing
- Recognition and rewards programs

I appreciate the opportunities I had at [Company Name] and hope my feedback can contribute to the ongoing improvement of the organization.

Thank you for understanding, and I wish the team continued success.

Sincerely,

[Your Name]

[Your Position]