

Exit Interview Arrangement

Date: [Insert Date]

Dear [Employee Name],

We would like to schedule your exit interview as part of our transition planning process. Your feedback is important to us, and this meeting will help ensure a smooth transition.

Proposed Date and Time: [Insert Proposed Date and Time]

Location: [Insert Location or specify if it will be a virtual meeting]

Please confirm your availability for the proposed date and time or suggest an alternative that works better for you.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]