

Exit Interview Confirmation

Dear [Employee's Name],

We have received your resignation letter dated [Resignation Date]. This is to confirm your exit interview scheduled for [Date] at [Time]. The interview will be held in [Location/Platform].

The purpose of the exit interview is to gather your feedback regarding your experience with us and any suggestions you may have for improvement.

Please feel free to reach out if you have any questions or need to reschedule. We appreciate your time and contributions during your tenure.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]