

Exit Interview Invitation

Dear [Employee's Name],

We hope this message finds you well. As part of our process for continuous improvement, we would like to invite you to participate in an exit interview to discuss your experience at [Company Name]. Your feedback is invaluable to us and will help shape the future of our organization.

Please let us know your availability for a brief session during your final week. We anticipate the interview will take approximately [Time Duration] and can be conducted in person or virtually at your convenience.

Thank you for your contributions to our team. We look forward to hearing your thoughts and suggestions.

Best regards,
[Your Name]
[Your Position]
[Company Name]