

Exit Interview Notice

Dear [Employee's Name],

As your last day with [Company Name] approaches on [Last Working Day], we would like to invite you to participate in an exit interview.

The purpose of this interview is to gather your feedback about your experience at [Company Name]. Your insights are invaluable to us as we strive to improve our workplace and processes.

We have scheduled your exit interview for [Date and Time]. It will be held at [Location/Zoom link]. Please confirm your availability for this time.

Thank you for your contributions to our team. We wish you all the best in your future endeavors.

Kind regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]