

# Exit Interview Notification

Dear Team Member,

We would like to inform you that an exit interview has been scheduled for your departure from the company. The purpose of this interview is to gather feedback regarding your experience with us and to understand your reasons for leaving.

## Details of the Exit Interview:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]/**Virtual Link:** [Insert Virtual Meeting Link]

We appreciate your contributions to the team and hope you can share your insights during this session. Please confirm your availability at your earliest convenience.

Thank you.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]