

# Subject: Invitation for Exit Interview

Dear [Employee's Name],

As you prepare to transition from your role with us, we want to take this opportunity to express our gratitude for your contributions to the team. Your insights are invaluable, and we would appreciate your feedback during an exit interview.

The purpose of this interview is to understand your experiences at [Company Name] better, including what you enjoyed and any areas where we can improve. Your honest feedback will help us enhance our workplace for future employees.

Please let us know your availability for a 30-minute discussion in your final week. We can conduct this interview virtually or in person, depending on your preference.

Thank you for considering this opportunity to share your thoughts. We wish you all the best in your future endeavors.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]