

# Exit Interview Reminder

Dear [Employee's Name],

This is a friendly reminder to complete your exit interview before your departure on [last working day, e.g., March 30, 2023]. Your feedback is crucial for us to improve our workplace and understand your experience.

Please take a moment to fill out the exit interview form by [date, e.g., March 25, 2023]. You can locate the form [insert link or location]. Your insights will remain confidential.

If you have any questions or need assistance, feel free to reach out to [HR contact person's name] at [HR contact email].

Thank you for your cooperation.

Best regards,  
[Your Name]  
[Your Job Title]  
[Company Name]