

Exit Interview Request

Date: [Insert Date]

Dear [Employee's Name],

As your time with us comes to a close, we would like to invite you to participate in an exit interview. This is an opportunity for you to share your feedback and insights regarding your experience at [Company Name]. Your input is valuable to us as we strive to improve our workplace and culture.

We have scheduled your exit interview for [Insert Date and Time]. It will take place at [Insert Location or specify if it will be virtual].

Please let us know if you are available at this time or if there are any other preferences you might have.

Thank you for your contributions to [Company Name]. We appreciate your cooperation in this process.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]