

Exit Interview Scheduling

Dear [Employee's Name],

We would like to schedule your exit interview to discuss your time with [Company Name] and gather any feedback you may have. This is an important part of our process to improve the work environment for current and future employees.

Please let us know your availability for the following dates and times:

- [Date 1] at [Time]
- [Date 2] at [Time]
- [Date 3] at [Time]

If none of the above times work for you, please suggest alternatives that fit your schedule.

Thank you for your contributions to [Company Name]. We look forward to your feedback during the exit interview.

Sincerely,

[Your Name]

[Your Position]

[Company Name]