

Termination Follow-Up Feedback Session

Date: [Insert Date]

To: [Employee's Name]

Subject: Follow-Up on Termination Feedback Session

Dear [Employee's Name],

Thank you for attending the termination feedback session on [insert date of the session]. We appreciate your honesty and openness during this discussion. Your insights are valuable, and we take your feedback seriously.

As discussed, our aim is to ensure a smooth transition and to address any concerns that you may have. Please feel free to reach out if you have any further questions or require assistance during this period.

We wish you all the best in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]