

Exit Interview Arrangement

Dear [Employee's Name],

We hope this message finds you well. As you prepare to leave your position at [Company Name], we would like to schedule an exit interview to discuss your experiences while working with us.

Your feedback is invaluable in helping us improve our work environment and processes. We would appreciate the opportunity to hear your thoughts and insights.

Please let us know your availability for the exit interview during your final week, and we will do our best to accommodate your schedule. We anticipate the interview will take approximately [duration] and can be conducted in-person or virtually, as per your preference.

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]