

Exit Interview Confirmation

Dear [Employee's Name],

We would like to confirm that your exit interview has been scheduled for [Date] at [Time]. The interview will take place in [Location/Platform for virtual interview].

This meeting will provide us with an opportunity to discuss your experiences at [Company Name] and gather your feedback. Your insights are valuable to us and will help improve our workplace.

Please let us know if you have any specific topics you would like to address during the interview.

Thank you for your contributions to our team, and we look forward to speaking with you.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]