

Exit Interview Coordination

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Department]

Subject: Exit Interview Coordination

Dear [Employee's Name],

As you prepare to leave your position at [Company Name], we would like to schedule an exit interview to gather your feedback and insights regarding your experience with us. Your input is invaluable in helping us improve our workplace and retain talent.

Please let us know your availability for the exit interview during your last week of employment. We can accommodate your schedule to ensure a smooth transition.

Thank you for your contributions to [Company Name] and best wishes in your future endeavors.

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