

Exit Interview Invitation

Dear [Employee's Name],

As you prepare to leave [Company Name], we would like to invite you to participate in an exit interview. This is an opportunity for us to gain valuable feedback about your experience with us and to understand your reasons for leaving.

Your insights will help us improve our workplace and enhance the experience for future employees.

Please let us know your availability for a brief meeting on [suggested dates and times].

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

Sincerely,

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