

# Exit Interview Notice

Dear [Employee's Name],

We acknowledge your resignation and would like to thank you for your contributions to [Company Name]. In accordance with our company policy, we would like to conduct an exit interview to discuss your experiences at [Company Name] and gather your feedback.

## Exit Interview Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please confirm your availability for the scheduled time. If you have any questions or need to reschedule, feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone].

Thank you once again for being a part of our team. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]