

# Exit Interview Planning

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Exit Interview Schedule

Dear [Employee's Name],

As part of our standard procedure, we would like to schedule an exit interview with you following your decision to leave [Company Name]. This interview is an opportunity for us to gather feedback about your experience and to understand your reasons for leaving.

Please find the proposed details below:

- **Date:** [Insert Proposed Date]
- **Time:** [Insert Proposed Time]
- **Location:** [Insert Location or Zoom Link]

We value your insights and would like to ensure that your voice is heard during this transition. Please confirm your availability for the proposed time or suggest an alternative if needed.

Thank you for your contributions to [Company Name]. We look forward to speaking with you.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]