

Exit Interview Request

Dear [Employee's Name],

We hope this message finds you well. As part of our commitment to continuous improvement and to ensure a smooth transition, we would like to request an exit interview with you.

Your insights and feedback are invaluable to us, and this meeting will provide an opportunity for you to share your experiences during your time at [Company Name]. We want to understand any challenges you faced, what you enjoyed, and how we can improve as an organization.

Please let us know your availability for this interview within the next week. We can accommodate either in-person or virtual meetings based on your preference.

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]