

# Exit Interview Notification

Dear [Employee Name],

As part of our offboarding process, we would like to schedule an exit interview with you. This is an opportunity for us to gain feedback about your experience at [Company Name] and to understand any factors contributing to your decision to leave.

Please let us know your availability for a brief meeting during your last week. We can conduct the interview via [Zoom/Teams/In-person] at a time that is convenient for you.

Suggested time slots are as follows:

- [Date, Time]
- [Date, Time]
- [Date, Time]

Feel free to suggest any other times if these do not work for you.

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

Best regards,

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