

# Exit Interview Setup Letter

Dear [Employee's Name],

As part of our offboarding process, we would like to schedule an exit interview with you. This meeting is an opportunity for you to share your feedback and experiences with us.

Please let us know your availability for the following dates and times:

- [Date Option 1] - [Time Option 1]
- [Date Option 2] - [Time Option 2]
- [Date Option 3] - [Time Option 3]

The exit interview will be conducted by [Name of the Interviewer/HR Representative] and will last approximately [Duration]. Your insights are valuable to us and will help improve our workplace for future employees.

Please confirm your preferred date and time at your earliest convenience.

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]