

Dear [Manager's Name],

I hope this message finds you well. As I prepare for my departure from [Company Name], I would like to request an exit interview to discuss my experiences and provide feedback. I believe this conversation could offer valuable insights.

Could we schedule the exit interview at a time that is convenient for you? I am available on [insert two or three date and time options], but I can be flexible to accommodate your schedule.

Thank you for your understanding, and I look forward to our discussion.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]