

# Appointment Confirmation for Exit Interview

Dear [Stakeholder's Name],

We are writing to confirm your appointment for an exit interview scheduled for:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location/Virtual Link]

This interview is an opportunity for you to share your feedback and insights regarding your experience with [Organization's Name]. Your input is valuable to us.

Please let us know if you have any questions or if the proposed time is not convenient for you.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Organization's Name]

[Contact Information]