

# Stakeholder Exit Interview Invitation

Dear [Stakeholder's Name],

We hope this message finds you well. As part of our commitment to continuous improvement and learning, we are conducting exit interviews with key stakeholders. Your insights and experiences are invaluable to us.

We would like to schedule a time for an exit interview with you to discuss your experiences and feedback related to your engagement with [Project/Company Name]. This will provide us an opportunity to learn from your perspective and enhance our future initiatives.

Please let us know your availability for a brief meeting during the week of [Insert Dates]. We can conduct the interview via [Zoom/Phone/In-Person], depending on your preference.

Thank you for your contributions, and we look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]