

Invitation to Stakeholder Exit Interview

Dear [Stakeholder's Name],

We hope this message finds you well. As you prepare to transition from your current role, we would like to invite you to participate in an exit interview to gain valuable insights from your experience.

Your feedback is important to us and will help us understand areas of strength as well as opportunities for improvement within our organization.

Details of the Exit Interview:

- **Date:** [Proposed Date]
- **Time:** [Proposed Time]
- **Location:** [Meeting Location/Online Link]

Please let us know if you are available at the proposed time or if there is a more convenient time for you.

Thank you for your contributions and we look forward to your insights.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]