

Invitation to Stakeholder Exit Interview

Dear [Stakeholder's Name],

We hope this message finds you well. As you prepare to transition from your role with [Organization/Project Name], we would like to invite you to participate in an exit interview.

The purpose of this interview is to gather your reflections on your experience and insights regarding our collaboration. Your feedback is invaluable to us as we strive to improve our practices and relationships in the future.

Please let us know your availability for a brief conversation during the week of [Date]. We anticipate that the interview will take approximately [Duration] minutes and can be conducted via [Zoom/Phone/In-person].

Thank you for your contributions and for considering this opportunity to share your thoughts. We look forward to hearing from you soon.

Best regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]