

Stakeholder Exit Interview Invitation

Dear [Stakeholder's Name],

We hope this message finds you well. As you prepare to transition from your role with us, we would like to invite you to participate in an exit interview. Your insights and experiences are invaluable, and we want to ensure we capture your suggestions and feedback.

This exit interview will provide an opportunity for you to voice your thoughts on our processes, culture, and areas for improvement. Your candid feedback will help us enhance our collaboration with stakeholders in the future.

We propose to schedule the interview at a time that is most convenient for you. Please let us know your availability in the coming weeks.

Thank you for your time and contributions to [Organization Name]. We look forward to hearing your thoughts.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]