

# Exit Interview Request

Dear [Stakeholder's Name],

As you prepare to transition from your role with [Company/Project Name], we would like to invite you to participate in an exit interview to gather your valuable feedback.

Your insights are important to us, and this interview will help us understand your experiences and identify areas for improvement. We are particularly interested in your thoughts on:

- Your overall experience while working with us
- Challenges faced during your tenure
- Suggestions for future improvements

Please let us know your availability for a brief discussion at your earliest convenience. We can accommodate your schedule and whether you prefer an in-person meeting or a virtual call.

Thank you for your contributions to [Company/Project Name]. We wish you the best in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]