

Stakeholder Exit Interview Notification

Dear [Stakeholder's Name],

We would like to inform you that your exit interview has been scheduled as part of our stakeholder exit process. Your feedback is valuable to us, and we appreciate your willingness to share your experiences.

Exit Interview Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or specify if it is a virtual meeting]
- **Duration:** [Insert Duration]

Please confirm your availability for the scheduled time. If you are unable to attend, let us know as soon as possible so we can arrange an alternative.

Thank you for your contributions and insights during your time with us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]