

Client Exit Interview Confirmation

Dear [Client's Name],

We would like to confirm your exit interview scheduled as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location] / [Virtual Link]

The purpose of this interview is to gather your feedback on our services and understand your experience with us. Your insights are valuable to us and will help us improve.

Please let us know if you have any questions or if you need to reschedule.

Thank you for your time and cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]