

# Vendor Exit Interview Action Plan

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Action Plan Following Exit Interview

Dear [Vendor Contact Name],

Thank you for participating in the exit interview process. We value your feedback as it is crucial for continuous improvement in our vendor relationships. Below is a summary of the key issues discussed and the action plan we will implement:

## Key Issues Identified:

- Quality Control Concerns
- Communication Gaps
- Timeliness of Deliveries

## Action Plan:

1. **Quality Control:** Implement a more thorough quality check system effective [Insert Date].
2. **Communication:** Schedule regular update meetings with vendors every [Insert Frequency].
3. **Delivery Timeliness:** Review and optimize logistics processes by [Insert Date].

We appreciate your contributions and hope to incorporate this feedback into our practices. If you have any further concerns or suggestions, please feel free to reach out.

Thank you again for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]