

# Vendor Exit Interview Conclusion Report

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

## 1. Introduction

This report summarizes the conclusions drawn from the exit interview conducted with [Vendor Name] on [Interview Date].

## 2. Key Findings

- Reason for Termination: [Brief description]
- The vendor's performance: [Summary]
- Suggestions for improvement: [Summary]

## 3. Overall Impression

The overall experience with the vendor was [positive/negative/mixed]. [Short explanation]

## 4. Lessons Learned

Key lessons identified include: [List of lessons]

## 5. Future Recommendations

Based on this experience, we recommend the following for future vendor management:  
[Recommendations]

## 6. Conclusion

We appreciate the collaboration with [Vendor Name] and wish them success in their future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]