

Dear [Vendor's Name],

We would like to confirm your exit interview scheduled for [Date] at [Time]. The interview will take place at [Location/Link for virtual meeting].

The purpose of this interview is to gather your feedback and insights regarding our partnership and to understand your experience working with us.

Please let us know if you have any specific topics you would like to discuss during the interview.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]