

Vendor Exit Interview Insights Report

Date: [Insert Date]

Prepared by: [Your Name]

To: [Recipient's Name]

Subject: Vendor Exit Interview Insights Report

Introduction

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

Key Insights

- **Reason for Exit:** [Summary of reasons provided]
- **Areas of Improvement:** [List areas mentioned]
- **Strengths of the Partnership:** [List of strengths]
- **Feedback on Communication:** [Feedback received]

Recommendations

Based on the insights, the following recommendations are proposed:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

Conclusion

Your attention to the insights provided in this report is appreciated. Implementing the recommendations can enhance our vendor relationship strategy moving forward.

Sincerely,

[Your Name]
[Your Position]
[Your Company]