

# Vendor Exit Interview Reflection

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Name]

Subject: Reflection on Exit Interview

Dear [Vendor's Name],

Thank you for taking the time to participate in the exit interview. We value your feedback and appreciate your candid insights regarding your experience with our organization.

Throughout our collaboration, you provided [specific examples of contributions or strengths]. This has significantly impacted our operations and we are grateful for your dedication.

During our discussion, you highlighted some challenges, particularly [mention specific concerns or feedback]. We take this feedback seriously and will use it to improve our processes moving forward.

Your suggestions for improvement, such as [list suggestions], will be invaluable as we strive to create better partnerships in the future.

We wish you all the best in your future endeavors and hope to carry forward the positive aspects of our collaboration.

Thank you once again for your contributions.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]