

Vendor Exit Interview Notification

Dear [Vendor's Name],

We hope this message finds you well. As part of our standard exit process, we would like to schedule an exit interview with you to discuss your experience as a vendor with us.

Please provide your availability for the following dates and times:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

Your feedback is valuable to us and will help us improve our processes and relationships with future vendors.

Thank you for your cooperation. We look forward to speaking with you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]