

# Vendor Exit Interview Summary

Date: **[Insert Date]**

Vendor Name: **[Insert Vendor Name]**

Contact Person: **[Insert Contact Person]**

## Introduction

This document summarizes the feedback and key discussion points from the exit interview conducted with **[Insert Vendor Name]**.

## Reasons for Termination

- **[Insert Reason 1]**
- **[Insert Reason 2]**
- **[Insert Reason 3]**

## Feedback on Collaboration

**[Insert brief summary of feedback regarding the collaboration experience, challenges faced, etc.]**

## Areas for Improvement

- **[Insert Area for Improvement 1]**
- **[Insert Area for Improvement 2]**

## Final Thoughts

**[Insert any final comments or concluding thoughts from the vendor.]**

## Next Steps

**[Insert any next steps or follow-ups if applicable.]**

Thank you,

**[Your Name]**

**[Your Position]**

[Your Company]