

Exit Interview Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Dear [Employee Name],

We are writing to confirm the details regarding your exit interview scheduled for [Insert Date and Time]. This interview is part of our standard procedure following the recent allegations of misconduct.

During the interview, we will discuss your experiences with the organization and any factors that you believe contributed to the circumstances leading to your departure. Your feedback is valuable to us.

We understand that this may be a sensitive topic, and we assure you that the interview will be conducted in a respectful and confidential manner.

Please let us know if you have any specific topics you would like to address or if you need to reschedule.

Thank you for your time and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]