

Exit Discussion Scheduling

Dear [Volunteer Name],

We hope this message finds you well. As you prepare to conclude your volunteer experience with us, we would like to schedule an exit discussion to gather your feedback and insights.

Please let us know your availability for the following dates and times:

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

Your input is invaluable to us, and we appreciate your time and commitment. Please respond by [Response Deadline] to confirm your preferred date and time.

Thank you for your service!

Best regards,
[Your Name]
[Your Position]
[Organization Name]