

# Invitation to Participate in Employee Departure Survey

Dear [Employee's Name],

As you prepare to move on from [Company Name], we would like to invite you to participate in our Employee Departure Survey. Your feedback is invaluable in helping us improve our workplace culture and employee experience.

The survey is brief and will take approximately [time duration] to complete. Your responses are confidential and will only be used for research purposes.

Please click on the link below to start the survey:

[Take the Employee Departure Survey](#)

We appreciate your time and insights. Thank you for being a part of [Company Name] and for sharing your experience with us.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]