

Exit Experience Feedback Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this letter finds you well. As I prepare to transition from my role at [Company Name], I wanted to take a moment to share my feedback regarding my experience during my time here.

Positive Experiences

1. [Describe a positive aspect of your experience, such as teamwork, supportive management, etc.]
2. [Another positive aspect, e.g., skill development opportunities.]

Areas for Improvement

1. [Discuss an area that could be improved, such as communication or processes.]
2. [Another area for improvement, e.g., work-life balance.]

I appreciate the opportunities I had during my time at [Company Name], and I am looking forward to seeing how the company continues to evolve. Thank you for your support and understanding.

Sincerely,

[Your Name]