

Exit Feedback Form Distribution

Dear [Employee's Name],

As part of our commitment to continuous improvement, we would like to gather your insights regarding your experience with us. We kindly ask you to fill out the attached Exit Feedback Form before your departure.

Your responses will be invaluable in helping us enhance our workplace environment and organizational practices. Please be assured that all responses will be kept confidential.

We appreciate your time and effort in providing this feedback.

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]