

Dear [Employee's Name],

As you prepare to transition from [Company Name], we would like to request your participation in an exit interview survey. Your feedback is invaluable in helping us understand your experience and improve our workplace.

The survey will cover various aspects of your time with us, including your role, team dynamics, and overall company culture. Your honest opinions will be kept confidential and will be used to enhance the experience for future employees.

Please take a few moments to complete the survey at your earliest convenience. You can access it using the following link: [Survey Link].

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]