

Reminder: Share Your Feedback

Dear [Employee's Name],

We hope this message finds you well. As you prepare for your upcoming departure, we would like to remind you of the opportunity to participate in our Exit Survey. Your insights are invaluable in helping us improve our workplace environment.

Please take a few moments to complete the survey by [insert deadline]. Your responses will be kept confidential and will greatly assist us in understanding your experience at [Company Name].

To start the survey, please click the link below:

[Exit Survey Link](#)

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

Best regards,

[Your Name]
[Your Position]
[Company Name]