

# Voluntary Exit Survey Announcement

Dear [Employee's Name],

As part of our ongoing commitment to improving the work environment and understanding the experiences of our employees, we are launching a Voluntary Exit Survey. This survey aims to gather feedback from those who are leaving our organization to help us identify areas for improvement.

Your insights are invaluable, and we encourage you to participate in this survey. It is completely voluntary, and your responses will remain confidential.

Please take a few moments to complete the survey by [Survey Deadline]. You can access the survey at 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]