

Exit Interview Invitation

Dear [Employee's Name],

As your contract is nearing its expiration on [Contract Expiration Date], we would like to invite you to participate in an exit interview. This meeting will provide us with valuable feedback regarding your experience at [Company Name] and help us improve for future employees.

Please let us know your availability for a meeting during the week of [Insert Date Range]. You can choose to meet in-person or via video conference, based on your preference.

Thank you for your contributions to our team. We look forward to hearing your insights.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]