

# Exit Interview Invitation

Dear [Employee's Name],

We hope this message finds you well. As you are aware, recent organizational changes have led to difficult decisions regarding layoffs. We want to take this opportunity to invite you to an exit interview.

The purpose of this interview is to discuss your experiences with the company and gather your feedback on various aspects of your role and our organization. Your insights are invaluable to us as we strive to improve our work environment.

Please find the details of your exit interview below:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Virtual Link]

We appreciate your contributions to the company and want to ensure your voice is heard during this transitional period. Please confirm your attendance by [Insert Confirmation Deadline].

Thank you for your understanding and for being a part of our team.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]