

Exit Interview Invitation

Dear [Employee's Name],

We hope this message finds you well. As you prepare to transition from your position at [Company Name], we would like to invite you to participate in an exit interview.

The exit interview is an opportunity for you to share your experiences and insights regarding your time here at [Company Name]. Your feedback is invaluable as it helps us improve our workplace environment and better support our employees.

We understand that you are resigning for personal reasons, and we respect your decision. We would like to schedule the exit interview at a convenient time for you. Please let us know your availability within the next week.

Thank you for your contributions to our team. We wish you the best in your future endeavors.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]