

Exit Interview Invitation

Dear [Employee's Name],

We would like to formally invite you to an exit interview to discuss your internal transfer from your current position as [Current Position] to [New Position] in the [New Department/Team].

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Duration: Approximately [Insert Duration]

Your feedback is valuable to us, and this interview will provide an opportunity to discuss your experiences and any suggestions you may have to improve our internal transfer process.

Please confirm your availability for this meeting by [Insert Deadline for Confirmation].

Thank you for your cooperation. We look forward to speaking with you.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]