

Subject: Invitation to Exit Interview

Dear [Employee's Name],

We hope this message finds you well. As your time with [Company Name] comes to a close, we would like to invite you to participate in an exit interview. This is an opportunity for us to gain valuable feedback about your experience and to ensure a smooth transition.

Details of the Exit Interview:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Platform:** [Zoom/Teams/Other] - [Insert Link]
- **Duration:** Approximately [Insert Duration]

Please confirm your availability for the proposed date and time or suggest alternatives if necessary. Your insights are important to us, and we appreciate you taking the time to share your thoughts.

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]