

Exit Interview Invitation

Dear [Employee's Name],

As your temporary position with [Company Name] comes to an end, we would like to invite you to participate in an exit interview. This is an opportunity for us to gather feedback on your experience and learn how we can improve for future seasonal staff.

Details of the exit interview are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please confirm your availability for this meeting. Your feedback is invaluable to us, and we appreciate your time and insights.

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

Best regards,

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