

Dear [Employee's Name],

As you prepare for your departure from [Company Name], we would like to invite you to participate in an exit interview. The purpose of this interview is to gather valuable feedback regarding your experience with us and to understand your reasons for leaving.

Please find the details of the exit interview below:

**Date:** [Date]

**Time:** [Time]

**Location:** [Location / Virtual Link]

Your insights are important to us and will help improve our workplace for current and future employees. Please confirm your availability for the scheduled time.

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]