

Exit Interview Invitation

Dear [Employee's Name],

As you prepare to leave [Company Name], we would like to invite you to participate in an exit interview. Your feedback is invaluable to us and will help us improve our workplace environment.

Details of the Exit Interview:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or Virtual Meeting Link]
- **Interviewer:** [Insert Interviewer's Name & Title]

Please let us know if you are available at the proposed time or if you would prefer to reschedule.

We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

Thank you,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]