

Employee Exit Interview Request

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Request for Exit Interview

Dear [Employee's Name],

As you prepare to leave [Company Name], we would like to conduct an exit interview with you. The purpose of this interview is to gain feedback about your experience at our company and to understand your reasons for leaving.

We believe that your insights are invaluable for improving our workplace and ensuring a positive environment for our team members. The exit interview will provide an opportunity for you to share your thoughts and any suggestions you may have.

We would appreciate it if you could schedule a convenient time for this interview before your last working day. Please let us know your availability, and we will do our best to accommodate you.

Thank you for your contributions during your time with us, and we wish you the best in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]