

# Exit Interview Closure

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Exit Interview Closure

Dear [Employee's Name],

Thank you for taking the time to participate in your exit interview on [insert date of interview]. We value the insights you have provided and appreciate your candidness regarding your experiences at [Company Name].

This letter is to formally acknowledge the closure of your exit interview process. Your feedback will be instrumental in helping us improve our workplace for current and future employees.

Should you have any further thoughts or if you require assistance regarding any transition matters, please do not hesitate to reach out.

We wish you all the best in your future endeavors.

Sincerely,

[Manager's Name]  
[Manager's Position]  
[Company Name]