

Exit Interview Confirmation

Dear [Employee's Name],

We would like to confirm your exit interview scheduled for [Date] at [Time]. The meeting will be held in [Location/Platform].

This interview will provide an opportunity for you to share your experiences and feedback regarding your time at [Company Name]. We value your insights and appreciate your contributions.

Please let us know if you have any questions or if there are any changes needed for this appointment.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]