

Exit Interview Feedback Request

Dear [Employee Name],

As part of our commitment to continuous improvement, we would like to gather your valuable feedback regarding your experience with [Company Name]. Your insights will help us to enhance our workplace environment and improve the employee experience.

We kindly ask you to take a few moments to complete the exit interview feedback form, which includes questions about your time with us, your reasons for leaving, and any suggestions you may have for our team.

Please click the link below to access the feedback form:

[Exit Interview Feedback Form](#)

Your responses will be kept confidential and will be used only for the improvement of our processes.

Thank you for your time and the contributions you have made to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]