

Exit Interview Follow-Up

Dear [Employee Name],

Thank you for taking the time to participate in your exit interview on [Date]. Your feedback is invaluable to us and will help improve our workplace.

We appreciated hearing your thoughts on [specific topics discussed, e.g., work environment, team dynamics, etc.]. Your insights regarding [mention any specific issue] were particularly noteworthy, and we will take them into consideration moving forward.

If you have any additional comments or feedback, please feel free to reach out. We wish you all the best in your future endeavors and hope our paths cross again.

Thank you once again for your contributions to [Company Name].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]