

# Exit Interview Schedule Invitation

Dear [Employee Name],

We would like to invite you to participate in an exit interview as part of our process for understanding the employee experience at [Company Name]. Your feedback is valued and will help us improve our workplace.

## Details of the Exit Interview:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location / Virtual Link]
- **Interviewer:** [Insert Interviewer's Name]

Please confirm your availability for the scheduled time or suggest an alternative if needed.

Thank you for your contributions to [Company Name]. We wish you the best in your future endeavors!

Best regards,  
[Your Name]  
[Your Job Title]  
[Company Name]