

Exit Interview Scheduling

Dear [Employee's Name],

We hope this message finds you well. As part of our offboarding process, we would like to schedule an exit interview with you to discuss your experiences with our organization.

Please let us know your availability for the following dates and times:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

We appreciate your feedback and insights, as they are invaluable for our continuous improvement.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]