

Exit Interview Confirmation

Dear [Employee's Name],

We would like to confirm the details for your upcoming exit interview.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please let us know if you have any questions or need to reschedule. We appreciate your contributions during your time with us and look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]