

Employee Departure Interview Setup

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Department]

Subject: Scheduling Your Departure Interview

Dear [Employee's Name],

As part of our exit process, we would like to schedule a departure interview with you. This is an opportunity for us to understand your experience at [Company Name] and gather feedback that can help us improve our work environment and processes.

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

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

The interview will take approximately [Duration, e.g., 30 minutes] and will be conducted in [Location/Platform, e.g., Conference Room A/Zoom].

Thank you for your contributions to [Company Name]. We appreciate your feedback, and we look forward to speaking with you.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]