

# Exit Interview Appointment Scheduling

Dear [Employee's Name],

We would like to schedule your exit interview as part of our offboarding process. This is an opportunity for you to share your experiences and feedback with us.

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

- [Date & Time Option 1]
- [Date & Time Option 2]
- [Date & Time Option 3]

If these options do not work for you, feel free to suggest alternative dates and times, and we will do our best to accommodate.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]