

Exit Interview Coordination Request

Dear [Manager's Name],

I hope this message finds you well. As [Employee's Name] prepares to transition from their position as [Job Title], we would like to schedule an exit interview to gather valuable feedback regarding their experience with our team and organization.

Please let us know your availability for coordinating this interview, as well as any specific topics you would like us to address during the discussion. We aim to ensure that the process is smooth and insightful for both the employee and the company.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Company Name]