

# Notification of Exit Interview

Dear [Employee's Name],

We would like to inform you that your exit interview has been scheduled for **[Date]** at **[Time]**.

The meeting will take place in **[Location/Conference Room]**.

Please let us know if you have any questions or if you require any special arrangements for the interview.

Thank you for your cooperation, and we appreciate your feedback during this process.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]