

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the scheduling of an exit discussion, as I will be transitioning from my role at [Company's Name] on [Last Working Day].

Please let me know your available times so we can arrange a meeting that is convenient for both of us. I believe this discussion will be beneficial to provide feedback and address any final matters before my departure.

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

Sincerely,

[Your Name]