

# Employee Exit Meeting Notification

Dear [Employee's Name],

We would like to inform you that an exit meeting has been scheduled as part of the offboarding process. This meeting will provide an opportunity for us to discuss your experience with the company and gather feedback.

## Details of the Exit Meeting:

- **Date:** [Meeting Date]
- **Time:** [Meeting Time]
- **Location:** [Meeting Location/Link to Virtual Meeting]

Please confirm your availability by replying to this email. We appreciate your cooperation and look forward to hearing your insights.

Best regards,

[Your Name]

[Your Position]

[Company Name]