

# Exit Interview Invitation

Date: [Insert Date]

Name: [Employee Name]

Position: [Employee Position]

Store Location: [Store Location]

Dear [Employee Name],

As your seasonal employment period comes to an end, we would like to invite you to participate in an exit interview. This is an opportunity for you to share your experiences and provide us with valuable feedback about your time with us.

## **Details of the Exit Interview:**

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location or Virtual Meeting Link]

Your insights will help us enhance our work environment and improve the experience for future seasonal employees. We appreciate your contributions and hope you will take a few minutes to share your thoughts.

Please confirm your attendance by replying to this email or contacting [Contact Person's Name] at [Contact Number].

Thank you for being a part of our team this season. We wish you all the best in your future endeavors!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]