

Dear [Employee's Name],

We hope this message finds you well. As you prepare for your departure from [Company Name], we would like to schedule an IT exit interview to discuss your experiences and gather valuable feedback regarding our IT systems and processes.

Please let us know your availability for the following time slots:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

The exit interview will take approximately [duration] and can be conducted either in person or via virtual meeting. Your insights will be invaluable in helping us improve our IT operations.

Thank you for your cooperation. We wish you all the best in your future endeavors.

Best Regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]