

Exit Interview Confidentiality Assurance

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Department]

Subject: Confidentiality Assurance for Exit Interview

Dear [Employee's Name],

As part of our employee exit process, we would like to conduct an exit interview with you. We understand that this is a significant time for you, and we want to assure you that any information shared during this interview will remain confidential.

Please be informed that:

- All discussions will take place in a private setting.
- Your feedback will be used solely for the purpose of improving our workplace and will not be shared with anyone outside of this process.
- Your name will not be associated with any feedback in reports or analyses produced from this interview.

We value your insights and appreciate your contributions during your time with us. Please let us know a suitable time for you to discuss this.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]