

Exit Interview Follow-Up

Date: [Insert Date]

Dear [Employee's Name],

As your last working day approaches on [Insert Last Working Day], we wanted to take a moment to thank you for your contributions and to follow up on your recent exit interview.

Your feedback is invaluable to us, and we appreciate you taking the time to share your thoughts and experiences during your tenure here. We are committed to continuously improving our workplace environment, and your insights will be used constructively.

If you have any further thoughts or if there's anything else you'd like to discuss, please feel free to reach out before your departure.

Wishing you all the best in your future endeavors. You will be missed!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]