

Exit Interview Invitation

Dear [Employee's Name],

We hope this message finds you well. As you prepare to transition from [Company Name] due to your recent voluntary resignation, we would like to invite you to participate in an exit interview.

The exit interview is an opportunity for you to share your thoughts and feedback about your experience with us. Your insights are valuable and will help us improve the work environment for future employees.

Please let us know your preferred date and time for the interview. We can conduct it in person or via a virtual meeting, depending on your preference.

We appreciate your contributions to [Company Name] and wish you all the best in your future endeavors.

Thank you,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]