

# Exit Interview Procedures

Date: [Insert Date]

To: [Employee Name]

From: [HR Department]

## Subject: Exit Interview Confirmation

Dear [Employee Name],

As part of our commitment to continuous improvement and to ensure a smooth transition, we would like to conduct an exit interview with you. The purpose of this interview is to gather your feedback about your experience with our organization and your reasons for leaving.

### Procedure:

1. Please confirm your availability for the exit interview on [Insert Date and Time].
2. The interview will be conducted by [HR Representative's Name] in [Location/Virtual Meeting Link].
3. We encourage you to be open and honest during this discussion. Your responses will be kept confidential.
4. Feel free to prepare any points or feedback you would like to share.

We appreciate your contributions to [Company Name] and value your input as we strive to create a better workplace.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]