

# Exit Interview Questionnaire Distribution

Dear [Employee's Name],

As part of our commitment to continuous improvement, we are conducting exit interviews to gain valuable feedback from our departing employees. Your insights will help us enhance our workplace and retain talent.

Please find attached the Exit Interview Questionnaire. We kindly ask you to fill it out and return it to us by [due date]. Your responses will remain confidential and will be used solely for the purpose of improving our work environment.

Thank you for your cooperation and for your contributions during your time with us. We wish you all the best in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]