

# Exit Interview Request

Dear [Employee's Name],

As you prepare to leave [Company Name], we would like to invite you to participate in an exit interview. Your feedback is incredibly valuable to us and helps us improve our workplace environment.

The exit interview will be a confidential discussion where you can share your thoughts on your experiences at [Company Name]. We would appreciate it if you could let us know your availability for the interview, which will take approximately [duration] minutes.

Please respond to this email or contact [Contact Person's Name] at [Contact Phone Number] to schedule a time that works for you.

Thank you for your contributions to our team. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]