

Exit Interview Scheduling

Dear [Employee's Name],

As you prepare for your departure from [Company Name], we would like to schedule an exit interview with you. This interview provides an opportunity for you to share your experiences and feedback, which will help us improve our workplace environment.

Please let us know your availability for the following dates and times:

- [Date & Time Option 1]
- [Date & Time Option 2]
- [Date & Time Option 3]

If none of these options work for you, please suggest alternative dates and times that may be more convenient.

We appreciate your cooperation and thank you for your contributions to [Company Name].

Best regards,

[Your Name]

[Your Position]

[Company Name]