

Supplier Exit Interview Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees

- [Supplier Representative Name]
- [Your Company Representative Name]
- [Additional Attendees]

Agenda Items

1. Welcome and Introductions
2. Purpose of Exit Interview
3. Review of Previous Performance
4. Discussion of Challenges Faced
5. Feedback on Partnership Experience
6. Opportunities for Improvement
7. Next Steps and Closing Remarks

Preparation

Please come prepared to discuss the items listed above and provide any necessary documentation to support your feedback.

Contact Information

If you have any questions regarding the agenda, please reach out to [Your Contact Information].

Thank you, and we look forward to our discussion.