

# Confirmation of Supplier Exit Interview Meeting

Dear [Supplier Name],

We are writing to confirm your exit interview meeting scheduled as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Virtual Link]

The purpose of this meeting is to discuss your experience as a supplier and gather feedback to improve our future collaborations. Your insights are valuable to us.

Please feel free to contact us if you have any questions or need to reschedule.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]