

Supplier Exit Interview Coordination

Dear [Supplier Name],

We hope this message finds you well. As part of our ongoing commitment to improving our supplier relationships, we are conducting exit interviews with our suppliers. This process will help us gather valuable feedback on our collaboration.

We would like to schedule a time for your exit interview. Please let us know your availability within the next two weeks, and we will do our best to accommodate your schedule. The interview will be conducted by [Interviewer's Name], and it is expected to last approximately [Duration].

Your insights are extremely important to us, and we appreciate your willingness to participate in this process.

Thank you for your cooperation.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]