

Supplier Exit Interview Guidelines

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Contact Name],

As part of our commitment to continuous improvement, we conduct exit interviews with our suppliers to gather valuable feedback and insights. Below are the guidelines for the supplier exit interview process:

1. Purpose of the Exit Interview

The exit interview aims to understand your experience working with us and gain insights that will help us improve our supplier relationships.

2. Interview Process

1. You will receive an invitation to schedule a convenient time for the interview.
2. Interviews will be conducted via phone or video call, lasting approximately 30-45 minutes.
3. A member of our team will guide the discussion, ensuring all relevant topics are covered.

3. Confidentiality

All feedback provided during the interview will be treated confidentially and used solely for the purpose of enhancing our processes.

4. Topics to Discuss

- Overall satisfaction with our collaboration
- Communication effectiveness
- Challenges faced during our partnership
- Suggestions for improvement

5. Conclusion

Your feedback is invaluable, and we greatly appreciate your participation in the exit interview process. Please reach out if you have any questions.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]