

Notification of Supplier Exit Interview

Dear [Supplier's Name],

We hope this message finds you well. As part of our ongoing evaluation process, we would like to schedule an exit interview with you to discuss your experiences and insights during your time as our supplier.

Date: [Proposed Date]

Time: [Proposed Time]

Location: [Specify Location or Virtual Meeting Link]

Your feedback is invaluable in helping us enhance our supplier relationships and improve our overall procurement process. We appreciate your cooperation and look forward to our conversation.

Please confirm your availability for the proposed date and time, or suggest alternatives if necessary.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]