

# Invitation to Supplier Exit Interview

Dear [Supplier's Name],

We hope this message finds you well. As part of our continuous improvement process, we are conducting exit interviews with our suppliers to gain insights about our partnership.

We would like to invite you to participate in an exit interview scheduled for [Date] at [Time]. The interview will take place [Location/Platform], and is expected to last approximately [Duration]. Your feedback is invaluable in helping us understand your experience and improve our processes.

Please confirm your availability by [RSVP Date]. Feel free to reach out if you have any questions or require further information.

Thank you for your collaboration and support.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]