

Supplier Exit Interview Summary

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Summary of Exit Interview Outcomes

Summary of Findings

- **Reason for Exit:** [Insert Reason]
- **Feedback on Products/Services:** [Insert Feedback]
- **Overall Satisfaction:** [Insert Satisfaction Level]
- **Areas for Improvement:** [Insert Areas]
- **Future Recommendations:** [Insert Recommendations]

Next Steps

We appreciate the partnership and will take your feedback into consideration to improve our processes.

Thank You

Thank you for your collaboration over the years.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]