

# Exit Interview Invitation

Dear [Partner's Name],

We hope this message finds you well. As you prepare to transition from your role with [Company Name], we would like to invite you to participate in an exit interview.

The purpose of this interview is to gather your valuable insights and feedback regarding your experience with us. Your thoughts will be instrumental in helping us improve our processes and partnerships.

Please let us know your availability for a brief meeting between [Proposed Dates/Times]. We appreciate your cooperation and look forward to hearing your thoughts.

Thank you for your contributions to [Company Name] during your time with us.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]