

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an exit interview as I transition out of my partnership role with [Company Name]. This meeting would provide an opportunity for us to discuss my experiences, feedback, and any parting thoughts that could benefit the company moving forward.

In order to facilitate this process, I would appreciate it if we could schedule the interview at your earliest convenience. I am available [Insert Available Dates and Times], but I am also open to any other time that works best for you.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]