

Exit Interview Scheduling

Dear [Partner's Name],

We hope this message finds you well. As part of our ongoing commitment to improving our partnership and understanding your experiences with us, we would like to schedule an exit interview with you.

This interview will provide us with valuable feedback and insights that can help us enhance our collaboration in the future.

Please let us know your availability for the following dates and times:

- [Date 1] - [Time 1]
- [Date 2] - [Time 2]
- [Date 3] - [Time 3]

If none of these options work for you, please suggest alternative dates and times that suit your schedule.

Thank you for your cooperation and for your partnership. We look forward to your feedback.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]