

[Company Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Exit Interview Invitation

We hope this message finds you well. As part of our offboarding process, we would like to invite you to participate in an exit interview. This is an opportunity for you to share your experiences and provide feedback about your time at [Company Name].

Details of the Exit Interview:

- **Date:** [Insert Date]

- **Time:** [Insert Time]

- **Location:** [Insert Location] / [Virtual Meeting Link]

- **Duration:** Approximately [Duration] minutes

Your insights are invaluable to us as we strive to improve our workplace and culture. We assure you that your feedback will be taken seriously and treated with the utmost confidentiality.

Please confirm your availability by [RSVP Date]. If this date and time do not work for you, do not hesitate to suggest an alternative.

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]