

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

Subject: Exit Interview Invitation

We would like to formally invite you to participate in an exit interview as part of our offboarding process. This interview will provide an opportunity for you to share your experiences and feedback regarding your time at [Company Name].

****Exit Interview Details:****

- ****Date:**** [Proposed Date]

- ****Time:**** [Proposed Time]

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

Your insights will be invaluable in helping us improve our workplace environment and processes. Please confirm your availability for the proposed date and time or suggest an alternative if necessary.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]