

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. As I prepare to leave my position as [Your Job Title] at [Company's Name] effective [Last Working Day], I would like to formally request an exit interview.

The purpose of the exit interview is to provide feedback regarding my experience at [Company's Name] and to share insights that may help improve the workplace for future employees.

I am available for the interview on the following dates and times:

- [Option 1: Date & Time]
- [Option 2: Date & Time]
- [Option 3: Date & Time]

Please let me know which option works best for you or if there is another time that would be more convenient.

Thank you for the opportunity to be a part of [Company's Name]. I look forward to our conversation.

Sincerely,

[Your Name]
[Your Job Title]