

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
KFC [Store Location]
[Store Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally recognize my departure from KFC, effective [Last Working Day]. I would like to take this opportunity to share my experiences during my time at the company through this exit interview letter.

During my tenure at KFC, I appreciated the opportunity to work with a talented team and serve our valued customers. I learned essential skills in customer service, teamwork, and time management.

However, I would like to provide feedback on a few areas that could enhance the working environment for future employees. These include [specific feedback or suggestions].

I want to express my gratitude for the support and guidance I received from you and the management team. I wish the store continued success and hope to stay in touch.

Thank you once again.

Sincerely,
[Your Name]
[Job Title]