

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally submit my exit interview request as I transition from my position at [Organization Name]. My last day will be [Last Working Day], and I would greatly appreciate the opportunity to share my experiences and insights during an exit interview.

I believe that discussing my time at the organization will provide valuable feedback that can contribute to the continuous improvement of our team and its operations. I appreciate the support and opportunities provided to me during my tenure and look forward to reflecting on my experiences.

Please let me know a convenient time for us to meet or if there are any materials you would like me to prepare ahead of our discussion.

Thank you for your attention to this matter. I look forward to contributing positively through this process.

Best regards,

[Your Name]  
[Your Job Title]