

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Job Title]
[Employee's Department]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

I hope this letter finds you well. As you prepare to transition from your role as Quality Control Manager, I would like to take this opportunity to express our appreciation for your contributions to [Company Name].

We value the insights that you have gained during your time with us and would like to invite you to participate in an exit interview to gain your feedback on your experience within the company.

The exit interview will cover the following key areas:

1. Overall job satisfaction
2. Team dynamics and management support
3. Challenges faced in your role
4. Suggestions for improvement within the quality control processes
5. Your future career plans

Please let us know your preferred time for the exit interview, which can be scheduled in-person or virtually according to your preference. We aim to ensure that this process is smooth and beneficial for both you and the organization.

Thank you once again for your hard work and dedication. We wish you the best in your future endeavors and hope to stay connected.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
[Company Name]