

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

Dear [Employee's Name],

As you prepare to leave QVC, we would like to invite you to participate in an exit interview. The purpose of the exit interview is to gain valuable feedback regarding your experiences with the company and your insights on areas for improvement.

Please let us know your availability for this interview, which can be scheduled at a convenient time for you before your final day of employment. Your input is highly appreciated and will help us enhance our workplace culture.

Thank you for your contributions during your time here at QVC. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]

QVC