

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

[Student's Name]  
[Student's Address]  
[City, State, Zip Code]

Dear [Student's Name],

Subject: Exit Interview Invitation

We hope this message finds you well. As your On-the-Job Training (OJT) period comes to an end, we would like to invite you to participate in an exit interview. This is an opportunity for us to gather your feedback about your experience with us and for you to share any insights that might help us improve our internship program.

The details of the exit interview are as follows:

**\*\*Date:\*\*** [Insert Date]

**\*\*Time:\*\*** [Insert Time]

**\*\*Location:\*\*** [Insert Location / Virtual Meeting Link]

Please confirm your availability for the above date and time. If you are unable to meet at that time, we can arrange an alternative schedule that works for you.

We appreciate the contributions you have made during your time with us and look forward to hearing your thoughts.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]