

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Exit Interview Invitation

We want to thank you for your contributions to [Company Name] during your time with us. As part of our commitment to continuous improvement, we conduct exit interviews for all departing employees. Your feedback is invaluable in helping us enhance our workplace environment and improve our employee experience.

We would like to invite you to participate in an exit interview on [date] at [time]. The interview will take place [location or indicate if it will be a virtual meeting]. The discussion will cover your experiences at [Company Name], the challenges you faced, and any suggestions you may have that could help us improve.

Please confirm your availability for the proposed date and time, or let us know if there is a more convenient schedule.

Thank you once again for your hard work and dedication. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]