

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Exit Interview Invitation

We hope this letter finds you well. As you prepare to transition from your role with us at [Company Name], we would like to invite you to participate in an exit interview. This is an opportunity for both you and the company to discuss your experiences, insights, and any feedback you may have regarding your time with us.

Details of the Exit Interview:

Date: [Scheduled Date]

Time: [Scheduled Time]

Location: [Meeting Location or Virtual Meeting Link]

Your thoughts are valuable to us, and we believe that your feedback can help us improve the work environment for current and future employees. Please confirm your availability for the scheduled time or suggest an alternative that suits you better.

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]