Subject: Invitation to Exit Interview - [Employee Name]

Dear [Employee Name],

As you prepare for your departure from [Company Name], we would like to invite you to participate in a final exit interview. Your feedback is very important to us and helps us improve our workplace and company culture.

The details for your interview are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Meeting Room or Video Call Link]
- **Interviewer:** [Interviewer Name/HR Representative]

The purpose of this meeting is to discuss your experiences with the company, your reasons for leaving, and any suggestions you may have for improvement. Please be assured that your responses will remain confidential and will be used for constructive purposes only.

If the scheduled time does not work for you, please let us know as soon as possible so we can find a more convenient time before your final day on [Last Working Day].

We look forward to hearing your thoughts and wish you the very best in your future endeavors.

Best regards,

[Your Name]
[Your Title]
[Company Name]