

Dear [Employee Name],

I am writing to formally accept your resignation from the position of [Job Title], effective [Last Working Date].

We appreciate the contributions you have made during your time with [Company Name] and wish you the best in your future endeavors.

As part of our offboarding process, we would like to invite you to participate in an exit interview. This is an opportunity for you to share your feedback and experiences, which helps us improve our workplace culture and operations.

Your exit interview has been scheduled for:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Location or Meeting Link]
- **Interviewer:** [Name/HR Department]

If this time does not work for you, please let us know so we can reschedule. We look forward to your honest feedback.

Sincerely,

[Your Name]

[Your Title]

[Company Name]