

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Congratulations on your upcoming early retirement. We would like to thank you for your dedicated years of service at [Company Name].

As part of our formal departure process, we invite you to participate in an exit interview. Your perspective is highly valued, and we hope to learn from your experience to help improve our workplace environment and organizational culture.

The meeting has been scheduled for:

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

This discussion will be confidential. We will focus on your time with the company, your reasons for choosing early retirement, and any feedback you have regarding our operations.

If this time is not convenient for you, please contact [Department/Name] at [Phone Number/Email] to reschedule.

We look forward to speaking with you and wish you the very best in your retirement.

Sincerely,

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