

Dear [Employee Name],

As you prepare for your departure from [Company Name], we would like to invite you to participate in an exit interview.

Your feedback is very important to us. The goal of this meeting is to understand your reasons for leaving and to gather your honest insights on how we can improve our work environment, leadership, and company culture.

The interview has been scheduled for:

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

If this time does not work for you, please let us know so we can reschedule. Everything discussed during this interview will be treated with confidentiality and used for organizational improvement purposes.

We thank you for your contributions to the team and wish you the best in your next endeavor.

Best regards,

[Your Name]

[Your Title]

[Company Name]