

3 Exit Feedback Request Email Template to Departing Employee

Standard Exit Interview Request Email

Subject: Request for Exit Interview - [Your Name]

Hi [Employee Name],

As you prepare for your departure on [Date], we would appreciate the opportunity to gather some feedback on your experience at [Company Name]. Your insights are valuable and will help us improve our workplace for current and future employees.

We would like to invite you to participate in a brief exit interview. This will be a confidential conversation where you can share your thoughts on various aspects of your employment, such as:

- Your role and responsibilities
- Company culture and work environment
- Management and leadership
- Opportunities for growth and development
- Areas for improvement

The interview will take approximately [Duration] and can be conducted [In-person/Remotely via video call]. Please let me know what time and format works best for you. You can reply to this email or call me at [Your Phone Number] to schedule.

Participation is voluntary, and your feedback will be kept confidential. If you prefer not to participate, that's perfectly fine as well.

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

Sincerely,

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

Exit Interview Request with a Personal Touch

Subject: We'd Love Your Feedback

Hi [Employee's Name],

As you prepare to embark on your next adventure, we wanted to take a moment to thank you for your time at [Company Name]. Your work on [specific project or contribution] has truly made a difference, and we are grateful for your efforts.

We strive to improve and grow, and your insights can help us do just that. We would appreciate it if you could take a few minutes to share your thoughts in an exit interview. Your feedback will remain confidential and will be used to enhance the experience for future team members.

Please let us know a convenient time for you, or feel free to reply to this email with your feedback.

Thank you once again for your contributions. We wish you all the best in your future endeavors.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Exit Interview Request Focusing on Future Improvement

Subject: Your Feedback Matters: Exit Interview Invitation

Hi [Employee's Name],

As you prepare for your next adventure, we want to take a moment to express our gratitude for your contributions during your time with us. Your insights and experiences are invaluable to us, and we would love to hear your thoughts as you transition.

We invite you to participate in an exit interview to share your feedback. This is an opportunity for you to help shape the future of our workplace for your colleagues and those who will join in the future.

- **Date & Time:** [Proposed Date & Time]
- **Location:** [Meeting Room/Link for Virtual Meeting]
- **Duration:** Approximately [Duration]

Your feedback will help us improve and create a better environment for everyone. We want to ensure that your voice is heard and your experiences contribute to positive changes.

Please let us know if the proposed time works for you or if there's a more convenient time.

Thank you once again for your time and dedication.

Best wishes,