

# Exit Interview Feedback Letter

Subject: Exit Interview Summary and Farewell

Dear [Employee Name],

Thank you for taking the time to participate in your exit interview on [date]. Your candid feedback about your experience with our organization is invaluable as we strive to improve our workplace culture and operations.

During our conversation, you shared insights about [summarize key points: reasons for leaving, positive experiences, areas for improvement]. We take this feedback seriously and will use it to make meaningful changes where appropriate.

Your contributions during your tenure, particularly [specific achievements], have made a lasting impact on our team and organization. We're grateful for your [length of service] of dedicated service. We wish you every success in your future endeavors. Should you need a reference or wish to return in the future, please don't hesitate to reach out.

Thank you again for your contributions and honest feedback.

Best wishes,

[Manager Name]

[Title]

**Get more templates here:** <https://www.lettersandtemplates.com/letters/job-feedback-letter>