Exit interview invitation email

Send it two to five business days after the resignation is accepted, so the meeting or survey lands in the last week of employment but not on the final day. For hourly staff with short notice, send it the day notice is given.

MEETING INVITATION

Subject: A short exit conversation before your last day

Hi [First Name],

Thanks again for everything you've done on the [Team Name] team. Before your last day on [Last Working Day], I'd like to set up a 30-minute exit conversation.

It's a chance for you to tell us, honestly, what worked and what didn't: the role, your manager, pay, schedule, growth, anything. I'll be running it, not your manager, and I'll share themes with leadership without attaching your name to specific comments.

Pick a time that suits you here: [Scheduling Link]

It's completely optional, and saying no won't affect your final pay, references or eligibility for rehire. If you'd rather write your thoughts down, I can send a short survey instead.

Thank you,

[Your Name]
[Title], [Company]
[Phone Number]

ONLINE EXIT SURVEY

Subject: [First Name], 10 minutes to help us improve?

Hi [First Name],

As you get ready to leave [Company], we'd value your honest feedback. This survey takes about 10 minutes: [Survey Link]

Your responses go to the HR team, not your manager. We review results in groups each quarter, so individual answers aren't shared with your team.

Please complete it by [Survey Deadline]. If you have something you'd rather say in person, reply to this email and I'll set up a call.

Wishing you the best in what comes next,

[Your Name]

[Title], [Company]

HOURLY AND FRONTLINE

Subject: Quick question before you go

Hi [First Name],

Thanks for your time working with us at [Location]. We're trying to make [Job Title] a better job for the people who come after you, and your input helps.

Could you answer 6 quick questions from your phone? [Survey Link]

It takes about 3 minutes and it's optional. Your supervisor won't see your individual answers.

If there's anything you want to talk through, call or text me at [Phone Number].

Thanks,

[Your Name]
[Company] HR

SENIOR OR LONG-TENURE EMPLOYEE

Subject: Would you share your perspective before you leave?

Hi [First Name],

[Years of Service] years is a long time, and you've seen more of how [Company] works than almost anyone. Before you finish on [Last Working Day], I'd be grateful for an hour of your perspective.

I'm interested in the big things as much as the reasons you're leaving: what we should keep, what's getting in people's way, and what you'd change if you were running [Department]. [Senior Leader Name] has asked to see a summary, and I'll check with you on anything you'd like kept off the record.

Would [Proposed Date and Time] work, or is there a better time? Happy to meet in person or by video.

With thanks,

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- A short exit conversation before your last day
- Your feedback before you leave [Company]

- Exit survey: 10 minutes, confidential
- Help us make [Job Title] a better job
- [First Name], can we get your honest take?
- Before you go: a few questions from HR
- Exit interview: pick a time that works

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company] HR. Thanks for your work with us. Would you answer 6 quick questions about your time here? Takes 3 min, optional, and your supervisor won't see your answers: [Survey Link]

Placeholders to replace: [First Name], [Team Name], [Last Working Day], [Scheduling Link], [Survey Link], [Survey Deadline], [Location], [Job Title], [Years of Service], [Department], [Senior Leader Name], [Proposed Date and Time], [Your Name], [Title], [Company], [Phone Number]