

Exit interview invitation email template

Invite a departing employee to share honest feedback, and explain how it will be used.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Exit interviews tell you why people leave, which you can't easily learn any other way. The catch is that departing employees often hold back to protect their references. An invitation that explains who will see the feedback, how it's used, and that participation is voluntary gets more honest answers.

Have someone other than the employee's manager run the interview, usually HR, and offer both a conversation and a short survey. Look at exit data in aggregate over time to find patterns by manager, team, or tenure. Our HR metrics guide shows how to track turnover, and the stay interview helps you catch the same issues earlier.

Version 1: Exit interview invitation

SUBJECT Would you share your feedback before you go?

Hi [Employee first name],

Before your last day on [Date], I would like to invite you to a short exit interview. It takes about 20 to 30 minutes, and it's completely voluntary.

Your feedback helps us understand what's working and what isn't, so we can make [Company] better for the people who stay. I will ask about your experience with your role, your team and manager, growth, pay and benefits, and what led to your decision.

What you share will be summarized with feedback from others and won't be shared with your manager in a way that identifies you. It won't affect your final pay, benefits, or references.

Would [Date options] work? If you prefer, you can complete a short online survey instead: [Link].

Thank you for considering it.

[HR contact name]

Version 2: Survey only

SUBJECT Five questions before you go

Hi [Employee first name],

As you get ready to leave, we would appreciate five minutes of your honest feedback: [Link].

Responses go to the People team only and are reviewed together with feedback from others. Thank you, and best of luck in what's next.

[HR contact]

Subject lines to try

- Would you share your feedback before you go?
- Five questions before you go
- Your exit interview
- Help us improve: 20 minutes before your last day
- Exit survey for [Company]

How to personalize it

- Have HR, not the manager, run the interview.
- Explain how the feedback will be used and protected.
- Schedule it a few days before the last day, not the final hour.
- Share themes with leadership regularly.

Mistakes to avoid

- Making the exit interview mandatory.
- Sharing identifiable feedback with the manager.
- Arguing with the employee's reasons.
- Collecting data and never reviewing it.

Legal and compliance notes

If an employee raises harassment, discrimination, safety, or wage concerns in an exit interview, treat it like any other complaint and look into it, even though they are leaving. Ignoring it can create liability. Don't condition final pay or benefits on participating.

When to send it

Three to five business days before the last day. Some employers also send a short survey 30 to 60 days after departure, when people may be more candid.

| Before you hit send

- Final pay timing meets the deadline for the employee's state.
- COBRA or state continuation and unemployment information are included where required.
- IT access removal is timed with the conversation, not before it.
- Nothing in the message explains or argues the reasons for an involuntary departure.
- The departing employee knows who to contact after their last day.

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