



Dear [Employee Name],

Thank you for your service to the Department! In a continuing effort to improve employee satisfaction and the working conditions at Canton City Public Health (CCPH), I would like to invite you to complete the CCPH Exit Interview Questionnaire so that we may gain insight into your experience as a CCPH employee. Here is a [link](#) to the questionnaire, of which participation is voluntary. If you choose to complete this questionnaire, you will follow the link and sign in using your CCPH employee e-mail and e-mail password. Please answer all of the questions and click the “Submit” button when you are finished. This questionnaire typically takes 15-20 minutes to complete.

An in-person interview is also an option in lieu of the questionnaire. If you prefer this method, please notify me as soon as possible so that we may schedule a date and time to conduct the interview.

Please feel free to contact me if you have any questions or concerns pertaining to the exit interview. You may also reach me via telephone at [phone number]. We wish you well in your next endeavor.