



Dear [Employee Name],

As part of the Government of the Northwest Territories' ongoing commitment to improving the employee experience and strengthening our workplace, we are introducing an optional exit interview process for employees who are resigning or retiring from the GNWT.

Exit interviews provide an opportunity for departing employees to share feedback on their experience with the GNWT, including what worked well and where improvements could be made. The information gathered will be used in an aggregated and confidential manner to help inform organizational learning, workforce planning, and continuous improvement efforts.

Participation in the exit interview process is entirely voluntary. If you choose to participate, your contact information will be shared with a third-party service provider, who will contact you to discuss the available options. These options include:

- Completing a confidential survey independently;
- Participating in a phone interview; or
- Participating in a virtual interview (e.g., Microsoft Teams).

You are under no obligation to participate, and choosing not to do so will not affect your departure process or any future relationship with the GNWT.

If you would like to participate, please indicate your interest using the following link: [insert link]. If you have questions about the exit interview process, you may contact exitinterviews@proedgeconsultinggroup.com.

We thank you for your contributions to the GNWT and wish you all the best in your next chapter.

Sincerely,
[signature block]