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## WADENA COUNTY EMPLOYEE EXIT INTERVIEWS

### E-mail Template

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Please use the following email template to send to separating employees.

Dear (First Name),

As you leave your position at Wadena County, we believe you have a unique perspective on the work environment here. In order to continue improving our work environment, we encourage you to participate in the Wadena County Exit Interview survey before your last day of employment. Your individual response will not be attributed specifically to you and you have the choice to remain anonymous when you take the survey. Your honesty is greatly appreciated and your opinions are highly valued. Your feedback provides insight into the Wadena County work environment and the factors that may lead to an employee's decision to leave employment.

Please contact HR Director Curt Kreklau to schedule an appointment:

Phone: 218-631-7779

Email: [curtis.kreklau@co.wadena.mn.us](mailto:curtis.kreklau@co.wadena.mn.us)

Individual responses will not be given to supervisors, managers or departments.

Thank you for taking time to give us your comments and feedback. We wish you the best in your future endeavors.