

Ethan Morris

Date: 14 July 2026
Our Reference: EIFU/8DF2AB52
Document Type: Letter

Dear Ethan,

This letter summarises the key points discussed during your exit interview held on 21 November 2025, and outlines the agreed next steps following your departure from HRHeaven QA Sample Employer.

During the interview, you provided valuable feedback about your role as a Sales Executive. You expressed concerns regarding the administrative demands of the position, noting that excessive administrative tasks impacted your ability to focus on core sales activities.

You also highlighted the absence of formal proposal templates and inconsistency in customer relationship management (CRM) processes, which you felt created challenges in delivering consistent service.

Positively, you praised the team culture as an encouraging aspect of your experience.

You brought to attention certain operational issues including unclear commission tracking and limited HR record-keeping by your line manager, which you suggested could benefit from improvement.

Following your feedback, Saira Khan, Marketing Manager, has verbally agreed to compile a report of these notes for the board to consider and to reassign your active sales leads appropriately to ensure continued customer coverage.

At this stage, no formal follow-up owner has been designated in HR records; however, the intention is that Marketing Management will oversee any action arising from your feedback.

We recommend that the exit interview record is reviewed to confirm its accuracy and completeness against your feedback.

The summary of your exit interview feedback will be shared with relevant management to facilitate any appropriate follow-up actions.



LETTER DETAILS

Employee
Ethan Morris

Role
Sales Executive

Case type
Exit Interview

Reference
HRA-8DF2AB52



KEY DATES

Completed
14 July 2026

We acknowledge that the follow-up on your feedback is overdue as of 28 November 2025 and encourage the designated manager to address this promptly.

Should you have any further comments or wish to discuss any aspects of your feedback or this summary, please do not hesitate to get in touch.

We thank you for your contribution during your time with us and for your candid feedback during the exit process.

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer