

Dear [Enter Staff Members Name],

As you leave your position at UC Merced (UCM), we would like to give you the opportunity to share your honest opinions about UCM by completing a confidential exit survey. We believe you have a unique perspective on the work environment and will be able to provide information about what you found valuable and what we can improve.

The survey is conducted by a third-party provider (Gartner) and is accessible via the internet. You may use a computer, tablet, or a smart phone with internet access to complete the survey.

The results of multiple surveys will be summarized for each division and the campus on a periodic basis. ***Individual responses will not be given to supervisors, managers or departments.***

Please complete the survey before your last day of employment; it will take approximately 10-15 minutes depending on how much feedback you would like to offer.

Survey link: <https://pulse.gartner.com/Pulse/Player/Start/15095/0/30183252-ecb4-4eeb-9d8f-ac232a243486>

The above link is the *open link* to your survey. Once you click on this link and it opens in your browser it becomes your *personal survey link* and the URL that appears in your browser is unique to you.

Again, your responses to the survey are completely confidential. UCM will not receive any individual results. Your answers will be combined with those of other departing staff members at UCM for analysis. You can find UCM Exit Interview summary and overview information at our HR website [here](#).

If you have any questions or concerns about the exit survey, or if you would like to meet with someone in person to provide your feedback, please feel free to contact me.

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

Thank you,
Human Resources