**Employee Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Department: |  | Job Title: |  |
| Date of Hire: |  | Last Working Day: |  |

**Exit Interview Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Interviewer’s Name: |  | Interview Date: |  |

**1. Reason for Leaving**

Why have you decided to leave the company? (Select all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
| Career Advancement | Better Compensation/Benefits | Relocation | Personal Reasons |
| Work Environment/Culture | Job Dissatisfaction | Management/Leadership | Other (please specify): |
| Please elaborate on your primary reason for leaving: | |  |  |

**2. Job Satisfaction**

How satisfied were you with your job? (Rate from 1-5)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 - Very Dissatisfied | 2 – Dissatisfied | 3 – Neutral | 4 - Satisfied | 5 - Very Satisfied |
| What did you enjoy most about your job? | |  | | |
| What did you enjoy least about your job? | |  | | |

**3. Work Environment and Culture**

How would you rate the following? (Rate from 1-5)

|  |  |  |  |
| --- | --- | --- | --- |
| Work Environment: |  | Team Collaboration: |  |
| Communication within the Department: |  | Communication with Management: |  |
| Work-Life Balance: |  |  |  |
| What changes or improvements would you suggest for the work environment and culture? | |  | |

**4. Training and Development**

How would you rate the training and development opportunities? (Rate from 1-5)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 - Very Poor | 2 – Poor | 3 – Neutral | 4 – Good | 5 – Excellent |
| Were your training and development needs met? Please elaborate. | | |  | |

**5. Management and Leadership**

How would you rate the following? (Rate from 1-5)

|  |  |  |  |
| --- | --- | --- | --- |
| Support from Your Manager: |  | Leadership Style: |  |
| Fairness and Respect: |  | Communication of Expectations: |  |
| How could management improve? | |  | |

**6. Compensation and Benefits**

How would you rate the following? (Rate from 1-5)

|  |  |  |  |
| --- | --- | --- | --- |
| Salary: | [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 | Health Benefits: | [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 |
| Retirement Benefits: | [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 | Other Benefits (e.g., vacation, sick leave): | [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 |
| Do you feel your compensation was fair for the work you performed? Please elaborate. | |  | |

**7. Overall Experience**

How would you rate your overall experience with the company? (Rate from 1-5)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 - Very Poor | 2 – Poor | 3 – Neutral | 4 – Good | 5 – Excellent |
| What did you enjoy most about working with the company? | | |  | |
| What did you enjoy least about working with the company? | | |  | |

**8. Future Considerations**

Would you consider returning to work for the company in the future?

|  |  |  |
| --- | --- | --- |
| Yes | No | Maybe |

Would you recommend the company to others as a good place to work?

|  |  |  |
| --- | --- | --- |
| Yes | No | Maybe |

**9. Additional Comments**

Do you have any additional comments or suggestions?

|  |
| --- |
|  |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature:** |  | **Date:** |  |
| **Interviewer Signature:** |  | **Date:** |  |