**Exit Interview Form**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | | |
| **Employee ID:** |  | **Job Title:** |  |
| **Department:** |  | **Supervisor:** |  |
| **Date of Hire:** |  | **Last Working Day:** |  |

**Section 1: Reason for Leaving**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Better job opportunity | ☐ Higher salary/benefits | ☐ Career change | ☐ Relocation |
| ☐ Work-life balance | ☐ Dissatisfaction with management/supervision | ☐ Lack of career growth opportunities | ☐ Personal reasons |
| ☐ Other: |  |  |  |

**Section 2: Work Experience**

1. How would you describe your overall experience at the company?

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|  |

1. What did you enjoy most about your job?

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|  |

1. What did you enjoy least about your job?

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|  |

1. Did you feel your contributions were valued?  
   ☐ Yes ☐ No (Please explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3: Management & Work Environment**

1. How would you describe your relationship with your supervisor?
2. Did you feel you had the resources and training needed to do your job effectively?  
   ☐ Yes ☐ No (Please explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. How would you rate communication within your team and department?  
   ☐ Excellent ☐ Good ☐ Fair ☐ Poor
4. How would you describe the overall company culture?

**Section 4: Compensation & Benefits**

1. How satisfied were you with your pay?  
   ☐ Very Satisfied ☐ Satisfied ☐ Neutral ☐ Dissatisfied ☐ Very Dissatisfied
2. How satisfied were you with your benefits (health insurance, retirement, etc.)?  
   ☐ Very Satisfied ☐ Satisfied ☐ Neutral ☐ Dissatisfied ☐ Very Dissatisfied

**Section 5: Suggestions for Improvement**

* What improvements would you suggest for the company?

**Section 6: Final Comments**

* Would you recommend this company as a good place to work?  
  ☐ Yes ☐ No (Why?): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Additional comments:

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_  
**HR Representative Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_