**Exit Feedback Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Department:** |  | **Employee Name:** |  |
| **Designation:** |  | **Employee ID:** |  |
| **Date of Joining:** |  | **Date of Leaving:** |  |

**Section 1: Reason for Leaving**

(Please tick the most appropriate reason)

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Better Career Opportunity | ☐ Higher Studies | ☐ Relocation | ☐ Personal Reasons |
| ☐ Health Issues | ☐ Job Dissatisfaction | ☐ Retirement | ☐ Others (please specify): |

**Section 2: Work Experience Feedback**

|  |  |
| --- | --- |
| **Question** | **Rating Scale (1 = Poor → 5 = Excellent)** |
| 1. How satisfied were you with your overall job? | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 2. How would you rate your relationship with your supervisor? | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 3. How would you rate your relationship with coworkers? | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 4. How satisfied were you with your compensation and benefits? | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 5. How would you rate the training and development opportunities? | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 6. How satisfied were you with work-life balance? | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 7. How clearly were your roles and responsibilities defined? | ☐1 ☐2 ☐3 ☐4 ☐5 |

**Section 3: Open-Ended Feedback**

1. What did you like most about working with our organization?

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1. What did you like least about working here?

|  |
| --- |
|  |
|  |

1. What improvements would you suggest for the organization?

|  |
| --- |
|  |
|  |

1. Would you consider rejoining the company in the future?  
   ☐ Yes  ☐ No  ☐ Maybe
2. Would you recommend this company to others?  
   ☐ Yes  ☐ No

**Section 4: HR Review**

| **Reviewed By** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  |  |