**Exit Interview Form**

**Personal Information**

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

**Section 1: Reason for Leaving**

*(Select all that apply*

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Better Job Opportunity | ☐ Career Change | ☐ Higher Salary/Benefits | ☐ Lack of Growth Opportunities |
| ☐ Relocation/Personal Reasons | ☐ Work-Life Balance | ☐ Dissatisfaction with Management | ☐ Retirement |
| ☐ Other: |  |  |  |

**Section 2: Work Environment Feedback**

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| --- | --- | --- | --- | --- | --- |
| How would you rate your overall job satisfaction? | ☐ Excellent | ☐ Good | | ☐ Fair | ☐ Poor |
| How would you rate the following aspects? | Compensation & Benefits: | | ☐ Excellent ☐ Good ☐ Fair ☐ Poor | | |
| Workload & Work-Life Balance: | | ☐ Excellent ☐ Good ☐ Fair ☐ Poor | | |
| Training & Development: | | ☐ Excellent ☐ Good ☐ Fair ☐ Poor | | |
| Career Advancement Opportunities: | | ☐ Excellent ☐ Good ☐ Fair ☐ Poor | | |
| Relationship with Supervisor: | | ☐ Excellent ☐ Good ☐ Fair ☐ Poor | | |
| Relationship with Co-workers: | | ☐ Excellent ☐ Good ☐ Fair ☐ Poor | | |

**Section 3: Open-Ended Questions**

* What did you like most about working here?

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* What did you like least about working here?

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* What suggestions do you have for improving the workplace?

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* Would you recommend this company to others as a place to work? Why or why not?

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**Section 4: Clearance Confirmation**

* Company Property Returned (Laptop, ID Card, Keys, etc.): ☐ Yes ☐ No
* Final Settlement Processed: ☐ Yes ☐ No
* HR Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: **/**/\_\_\_\_\_\_