

Employee Exit Interview Form (Template)

Name:
 Job Title:..... Department:.....
 Date of Joining: Date of Leaving:
 Reporting Manager:

1. Reasons for leaving (Tick the appropriate boxes)

i) Resignation

<input type="checkbox"/>	New job offer	<input type="checkbox"/>	Dissatisfaction with pay
<input type="checkbox"/>	Relocation	<input type="checkbox"/>	Dissatisfaction with benefits
<input type="checkbox"/>	Pregnancy	<input type="checkbox"/>	Dissatisfaction with colleagues
<input type="checkbox"/>	Home/Family needs	<input type="checkbox"/>	Dissatisfaction with supervisor
<input type="checkbox"/>	Health issues	<input type="checkbox"/>	Dissatisfaction with working conditions
<input type="checkbox"/>	Physical disability	<input type="checkbox"/>	Dissatisfaction with work-life balance
<input type="checkbox"/>	Travel difficulties	<input type="checkbox"/>	Dissatisfaction with the job role
<input type="checkbox"/>	Further studies	<input type="checkbox"/>	Dissatisfaction with opportunities
<input type="checkbox"/>	Employment break	<input type="checkbox"/>	Dissatisfaction with administration

Others (Please specify):

.....

ii) Retirement

<input type="checkbox"/>	Voluntary Retirement
<input type="checkbox"/>	Disability Retirement

	Regular Retirement
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2. Please rate your experience with the organization.

	Excellent	Good	Fair	Poor
Paid holidays				
Sick leave				
Health benefits				
Disability/Life insurance				
Team building activities				
Work flexibility				
Working hours				
Retirement plan				
Career growth opportunities				
Promotion process				
Training and Development				
Supervisor's management				
Performance recognition				
Office facilities				
Company culture				
Employee engagement				

3. Suggestions/Areas of improvement:

i) What was the best thing about your job?

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ii) What was the thing you liked the least?

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iii) How would you describe your working relationship with your manager?

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iv) Do you think anything should be added or removed from the job description itself?

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v) Did you have sufficient resources and support available while doing your job?

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vi) What would make you consider working for this company again in the future?

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vii) What are your plans after leaving the company?

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viii) Did you receive enough constructive feedback that helped you in your day-to-day activities?

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ix) Did you feel engaged in our company?

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.....

x) Do you think that our current diversity and inclusion policies are good enough?

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Date:

Signature:

**** We wish you all the best for your future endeavors****