

EMPLOYEE EXIT INTERVIEW FORM

Interview Date: _____

Employee Information

Name: _____

Title/Department: _____

Supervisor Name: _____

Supervisor Title: _____

Last Date of Work: _____

Length of Service: _____

Reason for Leaving

Resignation

- Took another position
- Home/family needs
- Health
- Relocation
- Travel requirements
- Lack of training
- Lack of opportunities

- Culture
- To return to study
- Dissatisfaction with type of work
- Dissatisfaction with salary/benefits
- Dissatisfaction with working conditions
- Other: _____

Laid Off

- Poor performance
- Inappropriate Conduct

- Violation of Company Policy
- Other: _____

Retirement

Other: _____

Employee Feedback

What factors contributed to your decision to leave the company?



What did you find most satisfying about your role?

What did you find least satisfying about your role?

Did your job duties turn out as expected?

What suggestions do you have for improving the company?

Employee Acknowledgement

I hereby acknowledge that I have provided accurate information in this Employee Exit Form. I also acknowledge that I have returned all company property and equipment (if any) assigned to me during my employment.

Employee Signature Date

HR / Supervisor Acknowledgement

I hereby acknowledge that the information provided in this Employee Exit Form has been reviewed. I also acknowledge receipt of all company property and equipment (if any) from the employee.

HR / Supervisor Signature Date

Note: This Employee Exit Form is confidential and should be kept in the employee's personnel file.



Equipment and Assets Return

Please list all company property and equipment that you have returned.

| Item Description | Serial Number | Date Returned |
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