

Exit Interview

Employee Name

Date

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Job Title

Department

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Name of Immediate Supervisor

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What is your primary reason for leaving the Company?

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Did anything trigger your decision to leave? If so, explain.

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What was the most satisfying part of your job here?

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What was the least satisfying part of your job here?

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Did you receive enough training and support to do your job effectively?

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Did you receive insightful and constructive feedback from your supervisor regarding your performance?

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Were you offered a competitive rate of pay, benefits and other incentives while working here?

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What aspects of management and leadership could your supervisor improve on?

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What does your new employer offer that doesn't?

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Can do anything to encourage you to stay on as an employee? If so, explain.

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Employee Signature

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