

EXIT INTERVIEW TEMPLATE

EMPLOYEE NAME				CONDUCTED BY		
EMPLOYEE START DATE		EMPLOYEE END DATE		EXIT INTERVIEW DATE		
POSITION TITLE				POSITION DEPARTMENT		

At what point in time did you begin considering leaving your current position?

Please indicate all applicable contributing factors to your decision to resign. If "Other," please explain.

SALARY	JOB ADVANCEMENT	PERSONAL
FURTHERING EDUCATION	RELOCATION	HEALTH RETIREMENT
FAMILY RESPONSIBILITIES	DISSATISFIED / MANAGEMENT	BENEFITS
JOB ELIMINATED	MILITARY	OTHER please explain in space below

Was your resignation prompted by a specific event or issue? If yes, please explain.

If a specific event prompted your resignation, was the matter discussed with your manager and/or HR? If yes, please explain.

Did you encounter any problems while maintaining your current position? If yes, please explain.

What did you find enjoyable about your work experience?

What did you find least enjoyable about your work experience?

Would you recommend our company as a potential employer to others? Please explain why or why not.

Based upon your experience, would you be open to reapplying to future opportunities with our company? Please explain.

Please complete the following evaluation based upon your experiences with the company.

	N/A	POOR	FAIR	GOOD	EXCELLENT	COMMENTS
Amount of training provided						
Quality of training provided						
Working relationship with manager						
Working relationship with teammates						
Working relationship with other departments						
Satisfaction with level of compensation / salary						
Satisfaction with employee benefits						
Company's position on work / life balance						
Overall workload						
Overall satisfaction						
TOTALS	N/A	POOR	FAIR	GOOD	EXCELLENT	

Provide any additional comments you wish to share. Thank you.