

Exit Interview Template

Date of Exit Interview: [Insert Date]

General Information

- **Name:** [Employee Name]
- **Designation:** [Employee Designation]
- **Manager:** [Manager Name]
- **Department:** [Department Name]
- **Last Working Day:** [Last Working Day]

Reason for Leaving

Voluntary		Involuntary	
Personal reasons		Position eliminated	
New opportunity		Policy violation	
Returning to school/learning		Underperforming	
Retirement		Lay off	
Other:		Other:	

Job Satisfaction

Question	Very Satisfied	Satisfied	Neutral	Unsatisfied	Extremely Unsatisfied
Overall satisfaction with the job					
Satisfaction with workload					
Satisfaction with compensation and benefits					
Satisfaction with opportunities for advancement					
Satisfaction with work-life balance					

Management & Supervision

Question	Very Satisfied	Satisfied	Neutral	Unsatisfied	Extremely Unsatisfied
Relationship with direct supervisor					
Opportunities for feedback and input					
Behavior of your direct supervisor and other leadership					
Effectiveness of performance reviews					
Support and guidance received					

Company Culture

Question	Very Satisfied	Satisfied	Neutral	Unsatisfied	Extremely Unsatisfied
Overall company culture					
Team environment					
Communication and transparency					
Recognition and rewards					
Opportunities for professional development					

Exit Interview Questions

1. Why did you decide to leave your job?
2. How was your experience at the company?
3. What were the most challenging aspects of your job at [Company Name]?
4. What were the most positive aspects of your job at [Company Name]?

5. Did the manager or company speak with you after you decided to leave? Did they provide relevant support and guidance?
6. Were there any specific issues or concerns you felt were not adequately addressed during your time here?
7. Was your work recognized and appreciated? Is there something else we can do to make employees feel more valued at the company?
8. Is there anything else you want to share about your experience at [Company Name]?
9. If there is an excellent opportunity with the organization in the future, would you consider working with the organization again?
10. What would make you reconsider your decision to leave the job?