

EXIT INTERVIEW FORM

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|-----------|--------------------|--------------|
| Name: | Employee ID: | Position: |
| Location: | Length of Service: | Nationality: |

Why are you leaving?

| | No influence | Some influence | Big influence |
|--|--------------|----------------|---------------|
| Salary | | | |
| Work location | | | |
| Work benefits | | | |
| Relation with line manager | | | |
| Family problems | | | |
| Training and development | | | |
| Career advancement | | | |
| Education | | | |
| Work volume / stress | | | |
| Accommodation | | | |
| Work hours | | | |
| If none of the above are the main reason for leaving, then please specify below: | | | |
| | | | |

Where are you going?

- Other company
- Government
- Continue Education
- Other

Any other comments?

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Employee Signature

Completed by HR Manager (name)

Signed

Date

Original to HR Dept. Cc. E.