

Exit Interview Form PDF

Employee Information:

- Employee Name: _____
- Job Title: _____
- Department: _____
- Date of Employment: _____
- Date of Resignation: _____

Reason for Leaving:

- Retirement
- New Job
- Career Change
- Relocation
- Personal Reasons
- Health Issues
- Other: _____

Experience Feedback:

- Most Valuable Aspects of Job: _____
- Least Valuable Aspects of Job: _____
- Describe Your Working Relationship with Your Supervisor:

- Describe Your Working Relationship with Your Team:

Suggestions for Improvement:

- **What Changes Would Have Influenced You to Stay?**

- **Suggestions for Improving Company Culture:**

Exit Interview Comments:

- **Additional Comments:** _____

Signature:

- **Employee Signature:** _____

- **Date:** _____
