

# Exit Interview Form Template

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## Employee Details:

- Full Name: \_\_\_\_\_
- Role: \_\_\_\_\_
- Department: \_\_\_\_\_
- Employment Duration: From \_\_\_\_\_ to \_\_\_\_\_

## Reasons for Leaving:

- Primary Reason for Leaving: \_\_\_\_\_
- Were Your Expectations Met? Yes [ ] No [ ]
- Would You Recommend This Company? Yes [ ] No [ ]

## Feedback:

- Positive Aspects of Working Here: \_\_\_\_\_
- Areas for Improvement:
  - \_\_\_\_\_

## Final Thoughts:

- Any Additional Comments or Suggestions:
  - \_\_\_\_\_
  - \_\_\_\_\_

## Consent:

- I consent to the use of my responses for improvement purposes.

**Signature Block:**

- **Signature of Employee:** \_\_\_\_\_
- **Date:** \_\_\_\_\_