

Exit Interview Clearance Form

Employee Details

Name: _____

Employee ID: _____

Designation: _____

Department: _____

Exit Interview Summary

Question	Response
Reason for Leaving	
Feedback on Management	
Suggestions for Company Improvement	
Willingness to Return in Future	<input type="checkbox"/> Yes <input type="checkbox"/> No

Asset and Task Handover

- Are all assigned tasks completed? Yes No
- Comments on Task Handover: _____
- Were all company assets returned? Yes No

Acknowledgment

Employee Signature: _____

Date: _____

HR Representative Signature: _____

Date: _____