

Exit Interview Template

Personal Information

Name

Position/Title

Department

Last Day of Work

Reason for Leaving

Please specify your main reason(s) for leaving

Experience at the Organization

What did you enjoy most about your work here?

What challenges did you face?

How could working conditions or the organization be improved?

Feedback on Management

How would you describe the support from your supervisor?

How was communication within the organization?

Final Thoughts

Any additional comments or advice for the organization?