

Employee Exit Interview Form

Employee Name

Department

Job Title

Manager/Supervisor

Date of Interview

Reasons for Leaving

Please indicate your reason(s) for leaving

Have you secured new employment?

Job Experience

What did you like most about your job?

What did you like least about your job?

Suggestions for improvement

Work Environment

How would you describe the work environment?

How would you describe the teamwork and communication?

Management

Comments on supervision/management

Final Comments

Any additional comments?