

Exit Interview Template

High-Turnover Departments

Employee Name

Department

Position/Title

Length of Employment

Manager/Supervisor

What is your primary reason for leaving?

Were there any other contributing factors to your decision?

How would you describe the work environment in your department?

Did you feel you had the resources and support necessary to do your job effectively?

How would you rate communication within your department?

How would you rate management and leadership in your department?

Do you have suggestions for improving retention in this department?

Would you consider returning to the company in the future?

Additional comments