

Exit Interview Template for Contract Employees

Employee Information

Full Name

Position/Title

Department

Manager/Supervisor Name

Start Date

End Date

Exit Interview Questions

What is your primary reason for leaving?

Were your job duties and responsibilities clear and consistent?

Did you feel you had the resources and support you needed to do your job well?

How would you describe the working environment and culture?

Were you treated fairly and with respect during your contract period?

What suggestions do you have for improving the contractor experience?

Any additional feedback or comments?