

XYZ COMPANY
Exit Interview Form

Employee: _____ Date: _____

Department: _____ Manager: _____

To Be Completed By The Employee:

1. What is your reason for leaving XYZ Company?

2. How did you feel about the quality of supervision you received?

3. How did you feel about your level of pay in relation to the job you had?

4. What did you think of the benefits programs offered?

Exit Interview Form

(Continued)

5. What were the things you liked most about working here?

6. What were the things you liked least about working here?

7. What changes would you suggest to make this a better place to work?

Signature

Date

When completed, the above responses are reviewed with the employee to ensure understanding. This form is then included in the employee personnel file.