



**EXIT INTERVIEW FORM**

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Name: \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Original Hire Date: \_\_\_\_\_

Last Day Worked: \_\_\_\_\_ Are you moving or planning to move? Yes \_\_ No \_\_

New address (if different): \_\_\_\_\_

Are you participating in our employer sponsored insurance plan? Yes \_\_ No \_\_

Are you participating in our employer sponsored retirement plan? Yes \_\_ No \_\_

Are you in possession of any company property (keys, pager, information, etc.)? Yes \_\_ No\_\_

Please list: \_\_\_\_\_

Is written resignation attached\* for voluntary separation? Yes \_\_ No \_\_

*\*If not, please attach written resignation.*

What is the reason for you leaving?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you satisfied with:

**Your job:** (fit with interests, abilities, opportunities, work load, training, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Supervision and management:** (fairness, competence, supportive, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Company policies and practices:** (fairness, working environment, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Salary and employee benefits:** (fairness, awareness, within industry standards, etc.)

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\_\_\_\_\_

What did you like *most/least* about working at the company?

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What do you feel needs to be improved at the company?

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Were you treated fairly while with the company? If not, what was your complaint?

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My reason(s) for leaving the company has nothing to do with a work-related problem or grievance.

Agree  Disagree

Is there any problem that you know about or you have heard others talking about concerning the company?

Remarks:

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Must something change for you to come back? If yes, what? \_\_\_\_\_

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Would you return to work at the company in the future if the opportunity were available? Yes  No   
If no, why?

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**For office use:**

Explain final pay policy and give (or arrange for) final checks to employee: \_\_\_\_\_

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Remind employee to keep company informed about address change for tax purposes:

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Other comments/interviewer's assessment:

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\_\_\_\_\_  
**Interviewer**

\_\_\_\_\_  
**Date**