

Document title



SIMPLIFIED EXIT INTERVIEW TEMPLATE

Use this template when you have limited time or require feedback in specific areas only.
Customize as needed.

Employee name:		Position:	
Final day of work:		Date of exit interview:	
Manager:		Interviewer:	
Reason for leaving:	Voluntary	Involuntary	
	☐ Retirement	☐ Lay off	
	☐ New position	☐ Job redundancy	
	☐ School	☐ Policy violation	
	☐ Personal reasons	☐ Not meeting expectations	
	☐ Other (explain):	☐ Other (explain):	

Section 1: About the role

Q. 1: What did you enjoy most about your job?

Q. 2: What did you enjoy least?

Section 2: Management and leadership

Q. 1: How would you describe your relationship with your manager?

Q. 2: Did you receive constructive criticism and regular feedback?

Q. 3: What could management have done differently to retain you?

Section 3: Work environment and culture

Q. 1: How would you describe the overall work environment?

Q. 2: How did you feel about the company culture and values?

Section 4: Overall experience

Q. 1: What challenges did you face in your role?

Q. 2: What changes would you recommend to improve the employee experience?