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EXIT INTERVIEW FORM

PRIVATE & CONFIDENTIAL

Employee Details

- Name:
- Job Title:
- Department:
- Date Joined:
- Last Working Day:
- Direct Supervisor:
- Interview Date:
- Conducted By:

Section 1: About Your Decision to Leave

1. Why did you first decide to join this company?
(Open-ended)
2. What influenced your decision to resign?
(Tick all that apply and explain briefly.)
 - ☐ Better job offer
 - ☐ Lack of growth opportunities
 - ☐ Salary/benefits
 - ☐ Management style
 - ☐ Workload/stress
 - ☐ Personal reasons
 - ☐ Relocation
 - ☐ Others: _____
3. What could have been changed to encourage you to stay?
(Open-ended)

Section 2: Your Role and Work Environment

4. Did you clearly understand your responsibilities and expectations?
☐ Yes ☐ No
If no, please explain: _____
5. Were you provided the tools and support to do your job well?
☐ Yes ☐ No

If no, please explain: _____

6. Did your role change significantly from when you were hired?

☐ Yes ☐ No

If yes, how? _____

7. How would you describe your relationship with your manager or supervisor?

(Open-ended)

8. How would you describe your relationship with your team or colleagues?

(Open-ended)

Section 3: Feedback & Improvement

9. Did you share concerns or suggestions before resigning?

☐ Yes ☐ No

If yes, what were they? _____

10. What aspects of your job did you enjoy the most?

(Open-ended)

11. What areas do you think the company could improve in?

(e.g., leadership, communication, systems, work-life balance)

12. How would you describe the company's culture?

(Open-ended)

13. Do you feel your contributions were recognised and appreciated?

☐ Yes ☐ No

Please explain briefly: _____

14. Were you satisfied with your salary and benefits?

☐ Yes ☐ No

What would have improved your experience? _____

Section 4: Final Thoughts

15. Would you recommend this company as a good place to work?

☐ Yes ☐ No

Why or why not? _____

16. Would you consider returning in the future if a suitable role is available?

☐ Yes ☐ No

17. Is there anything else you'd like to share that could help us improve?

(Open-ended)

Employee Signature: _____ Date: _____

[For Office Use Only]

Interviewer Name:

Interview Summary / Comments:

(To be filled by HR or interviewer)

Signature: _____ Date: _____