

Exit Interview

Name of Employee	Department
Name of Interviewer	Date of interview

Reason for leaving

Resigned	Retired	Health	Other
Other (please specify)			

Is the employee going to another job? Yes No

Provide details of their new job / work place

Questions for discussion

What did you enjoy most about your job?
What did you least like about your job?
Can you please comment on: - The leadership of your team/organisation - Your colleagues - Your job / tools to do the job -
What is your main motivation for leaving your current role?
If there was one thing we could change about the business/team to achieve best workplace, what do you think that would be?
Would you recommend us as an employer?

Is there anything else that you would like to add?

Are you happy for this interview to be seen by the management team including your manager?

The purpose of this template is a guide for employers. It is recommended that employers use their judgement and tailors the template to their specific requirements.