

SAMPLE EXIT INTERVIEW TEMPLATE

Name:

Department:

Manager/Supervisor:

Hire Date:

Separation Date:

Personal e-mail address:

When did you start looking for opportunities outside of **Company Name** and what triggered your search?

Please select at least one reason for leaving:

- Opportunity for Advancement
- Supervisor/Manager
- Return to School
- Relocation
- Family/Personal
- Job Duties/Responsibilities
- Benefits
- Compensation
- Other (specify)

Name of New Company (Optional)

What does the new company offer that **Company Name does not?**

Please select at least one:

- Job Duties/Responsibilities
- Opportunities for Advancement
- Benefits
- Compensation
- Location
- Flexibility
- Other (specify) _____

What did you like best about **Company Name**?

What did you like least about **Company Name**?

Would you recommend **Company Name** to a job seeker?

Would you return to **Company Name**?

What advice do you have for us on attracting and retaining employees?

Other comments
