

Exit Interview Template

Employee Information

Employee Name:	
Job Title:	
Department:	
Manager:	
Last Day of Employment:	
Interviewer:	

Reason for Leaving

1. What factors influenced your decision to leave?
2. Was there anything we could have done to change your decision?
3. Did you receive another opportunity? If yes, what attracted you to it?

Role & Responsibilities

4. Did your role match your expectations?
5. Did you have the tools and resources to succeed?
6. What challenges made your job difficult?

Manager & Team Experience

7. How would you describe your relationship with your manager?
8. Did you feel supported and recognized?
9. How was team collaboration and communication?

Engagement & Culture

10. What did you enjoy most about working here?
11. What would you change about our culture or processes?
12. Did you feel valued and included?

Growth & Development

- 13. Were there clear opportunities for advancement?
- 14. Did you receive adequate training and development?
- 15. What skills or support would have helped you most?

Future Relationship

- 16. Would you consider returning to the organization in the future?
- 17. Would you recommend this company as a place to work? Why or why not?
- 18. May we stay connected with you for future opportunities?

Additional Feedback

- 19. What should we start, stop, or continue doing?
- 20. Any other comments or suggestions?

Notes:
