# Exit Interview Sample Form

**Employee Name:**

**Job Title:**

**Date of Termination:**

**Reason for Termination:**

What is your primary reason for leaving? If multiple, please specify.

Would you consider returning to work for this company in the future?

What did you find most satisfying about your job?

What did you find most frustrating about your job?

Did you express your concerns before? Were they dealt with?

Were you given clear goals and objectives?

Were there any company policies or procedures that made your job more difficult?

Did you feel equipped with the right tools to do your job here?

How would you improve employee morale?

Did you receive feedback to help you improve?

What would you change about your role?

Did you feel like you were a valued member of the team?

Do you feel your job description changed since you were hired? how?

Did you feel comfortable talking to your manager? Were they approachable?

How would you describe our company culture?

Would you recommend this company to friends or family as a good place to work?

Is there anything the company or the manager could’ve done to prevent you from leaving?

Do you have any suggestions over how the company can improve satisfaction in your position?

**Employee Comments**

**Interviewer Comments**

**Employee Signature:**

**Date:**

**Interviewer Signature:**

**Date:**