**Exit Interview Template**

**Employee Information**

|  |  |
| --- | --- |
| Employee Name: | Direct Manager Name:  |
| Employee ID: | Department: |
| Date: | Exit Date: |

**Exit Interview Questions**

**Specify your reason(s) for leaving –** *you can choose more than one:*

|  |  |
| --- | --- |
| * Work environment
 | * Returning to study
 |
| * Salary and compensation
 | * Better role
 |
| * My direct manager
 | * Personal reasons
 |
| * Lack of career advancement opportunities
 | * Other, please specify:
 |
| * Career change
 |

**On a scale from (1 – 5), how would you rate your level of satisfaction with the below:**

*\*5 is the highest and 1 is the lowest*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * Company culture
 | * 1
 | * 2
 | * 3
 | * 4
 | * 5
 |
| * Physical work environment
 | * 1
 | * 2
 | * 3
 | * 4
 | * 5
 |
| * Your salary
 | * 1
 | * 2
 | * 3
 | * 4
 | * 5
 |
| * Your relationship with your colleagues
 | * 1
 | * 2
 | * 3
 | * 4
 | * 5
 |
| * Your relationship with your direct manager
 | * 1
 | * 2
 | * 3
 | * 4
 | * 5
 |
| * Having a clear career path
 | * 1
 | * 2
 | * 3
 | * 4
 | * 5
 |
| * Your work-life balance
 | * 1
 | * 2
 | * 3
 | * 4
 | * 5
 |
| * Diversity and Inclusion at the company
 | * 1
 | * 2
 | * 3
 | * 4
 | * 5
 |
| * Opportunities for Career Advancement
 | * 1
 | * 2
 | * 3
 | * 4
 | * 5
 |

**What did you like most about working at our company?**

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**What did you like least about working at our company?**

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**In your opinion, what areas need improvement at our company?**

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**On a scale of 0 – 10 how likely are you to recommend working at our company to a friend?**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 0
 | * 1
 | * 2
 | * 3
 | * 4
 | * 5
 | * 6
 | * 7
 | * 8
 | * 9
 | * 10
 |