**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?**

------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**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 |