
Exit Interview Form



We would like to have your comments as to your reasons for leaving. Your answers will be kept confidential and used only for research purposes to improve the Company's human resources practices.

Name: _____ Department/Branch: _____
Supervisor: _____ Hire Date: _____
Termination Date: _____

Why are you leaving your job with our Company?

Please explain how you feel about the following:

Your pay: _____
Training received: _____
Your benefits: _____
Supervision received from immediate supervisor: _____
Working conditions in your area: _____
Did you have the necessary equipment to do your job? If no, explain. _____
Advancement opportunities: _____

What suggestions would you make for improving the Company?

Do you have another job? If yes, how does it compare with your job here?

Additional comments

Employee Signature: _____

Date: _____

Interviewer: _____

Date: _____

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