

HR Exit Discussion Documentation Form

Employee Details

Full Name

Employee ID

Position

Department

Last Working Day

HR Representative

Discussion Details

Reason for Leaving

Employee Feedback / Comments

Suggestions for Improvement

Exit Interview Checklist (HR Use)

- ☐ Company Property Returned
- ☐ Clearance Completed
- ☐ Benefits Explained
- ☐ Exit Interview Conducted

Notes

Employee Signature

Date

HR Signature

Date