

Manager Exit Interview Record

Basic Information

Employee Name

Position/Title

Department

Manager Name

Date of Interview

Last Working Day

Reason for Leaving

Please state the main reason for leaving:

Feedback & Experience

What did you like most about your job?

What did you like least or find most challenging?

Suggestions for improving the role, department or organization:

Were training and development needs met?

Yes

Comments on training and development:

How would you describe the workplace culture?

Future Recommendations

Do you have any advice for your successor?

Would you consider rejoining the organization in the future?

Select

Additional Comments

Other comments or feedback: