

# Voluntary Resignation Exit Interview Form

## Employee Information

Full Name

Position/Title

Department

Supervisor

Date Joined

Last Working Day

Personal Email (optional)

## Reason for Leaving

What is your primary reason for leaving?

If other, please specify

## Job Satisfaction

What did you like most about your job here?

What did you like least about your job here?

How could the organization improve the work experience?

## Feedback

Would you recommend this company as a good place to work?

- ☐ Yes
- ☐ No
- ☐ Unsure

Additional comments or suggestions

## Signature

Signature

Type your full name

Date