

Employee Departure Exit Interview Form

Employee Information

Employee Name

Position

Department

Date of Hire

Last Working Day

Exit Details

Reason for Leaving

If Other, please specify

Feedback

Describe your overall experience working here

What did you like most about your job and the company?

What could be improved?

Feedback about your manager/supervisor

Would you consider rejoining the company in the future?

Additional Comments

Please provide any further comments or suggestions

Employee Signature

Date