

Employee Resignation Exit Interview Record

Employee Name:

Employee ID:

Position/Title:

Department:

Date of Joining:

Date of Resignation:

Last Working Day:

Interviewer:

Interview Date:

1. Reason(s) for Leaving

2. What did you enjoy most about your job and our organization?

3. What did you enjoy least, or would have liked to see improved?

4. Suggestions for Organizational Improvement

5. Additional Comments

Employee Signature

Interviewer Signature

Date