

HR Exit Interview Form

Name

Department

Job Title

Date of Hire

Date of Departure

Reason for Leaving

If other, please specify or elaborate

Exit Interview Questions

1. What aspects of your job did you enjoy most?

2. What aspects of your job did you least enjoy?

3. Do you have any suggestions for improving your department or role?

4. What is your primary reason for leaving?

5. How would you describe your relationship with your supervisor and team?

6. Was the training provided adequate for your job?

7. Were there adequate opportunities for growth and advancement?

8. Did you feel supported in your role?

9. Any final comments, feedback, or suggestions?

Employee Signature

Date

Interviewer (HR) Signature

Date