

Staff Resignation Exit Feedback Questionnaire

A. Personal Details

Name

Department / Team

Position

Date Joined

Date of Resignation / Last Working Day

B. Reasons for Leaving

Your main reason for resigning:

If others, please specify:

Any suggestions that could have influenced your decision to stay?

C. Job Experience Feedback

1. Did you have clear objectives and expectations in your role?

Yes

No

2. Did you receive adequate support from your supervisor/manager?

Yes

No

3. Were you provided with opportunities for growth and development?

Yes

No

What did you like most about your job/this organization?

What did you like least or would like to see improved?

D. Final Comments

Any other comments or suggestions?