Structured Exit Interview Template

Employee Information

Employee Name

Position/Role

Department

Date of Interview

1. Reason for Leaving

Please describe your primary reason(s) for leaving:

2. Job Satisfaction

What aspects of your job did you enjoy the most?

What aspects did you enjoy the least?

3. Management & Support

How would you describe your relationship with your manager/supervisor?

Did you feel supported by your team and the organization?

4. Work Environment

How would you describe the work environment and culture?

Were there any issues regarding safety, respect, or inclusion?

5. Training & Development

Did you receive adequate training and opportunities for professional growth?

6. Suggestions & Feedback

What could the company improve to enhance employee retention and satisfaction?

Any additional comments or recommendations?

7. Interviewer

Interviewer Name

Interview Date