

Exit Interview Assessment Sheet

Employee Information

Name:

Position:

Department:

Date of Exit:

Date of Interview:

Reason for Leaving

Please specify your primary reason(s) for resigning:

What are your future plans?

Assessment

Area	Rating (1 = Poor, 5 = Excellent)	Comments
Working Environment	<input type="text"/>	<input type="text"/>
Management Support	<input type="text"/>	<input type="text"/>
Workload	<input type="text"/>	<input type="text"/>
Opportunities for Growth	<input type="text"/>	<input type="text"/>
Remuneration & Benefits	<input type="text"/>	<input type="text"/>

Feedback & Suggestions

Would you consider rejoining in the future?

Would you recommend this organization to others?

Any suggestions for improvement?

Other comments:

Interviewer Name & Signature:

Employee Signature: