

# Exit Interview Assessment Sheet

## Employee Information

Name:

Position:

Department:

Date of Exit:

Date of Interview:

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## Reason for Leaving

Please specify your primary reason(s) for resigning:

What are your future plans?

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## 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"/>

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## 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:**