

# Exit Interview Evaluation

## Employee Information

Employee Name

Department

Position

Last Working Day

## Interview Details

Interviewer Name

Date of Interview

## Reason for Leaving

Please describe the main reason(s) for your decision to leave.

## Job Satisfaction

How satisfied were you with your role and work environment?

Comments

## Feedback

What did you enjoy most about working here?

What could be improved?

Final Comments

Any additional comments or suggestions?