

EXIT INTERVIEW TEMPLATE

EMPLOYEE NAME		CONDUCTED BY	
EMPLOYEE START DATE		EMPLOYEE END DATE	EXIT INTERVIEW DATE
POSITION TITLE		POSITION DEPARTMENT	

At what point in time did you begin considering leaving your current position?

Please indicate all applicable contributing factors to your decision to resign. If "Other," please explain.

SALARY	JOB ADVANCEMENT	PERSONAL
FURTHERING EDUCATION	RELOCATION	HEALTH RETIREMENT
FAMILY RESPONSIBILITIES	DISSATISFIED / MANAGEMENT	BENEFITS
JOB ELIMINATED	MILITARY	OTHER please explain in space below

Was your resignation prompted by a specific event or issue? If yes, please explain.

If a specific event prompted your resignation, was the matter discussed with your manager and/or HR? If yes, please explain.

Did you encounter any problems while maintaining your current position? If yes, please explain.

What did you find enjoyable about your work experience?

What did you find least enjoyable about your work experience?

Would you recommend our company as a potential employer to others? Please explain why or why not.

Based upon your experience, would you be open to reapplying to future opportunities with our company? Please explain.

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.