# Exit Interview Form

**Purpose:** This form is used during the offboarding process to gather insights from employees about their experiences while working at the organization. The feedback helps us continuously improve our workplace, culture, and policies.

## Employee Information

|  |  |
| --- | --- |
| **Name:** | {employeeName} |
| **Department:** | {department} |
| **Position:** | {position} |
| **Last Working Day:** | {lastDay} |
| **Interviewer:** | {interviewer} |

## Reason for Leaving

{reasonForLeaving}

{#otherReason}

**Other (please specify):** {otherReasonDetails}

{/otherReason}

## Job Satisfaction

Please rate the following aspects of your job experience:

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Rating (1-5)** | **Comments** |
| {#jobRatings}{aspect} | {rating} | {comments}{/jobRatings} |

## Feedback and Suggestions

**What did you like most about your job?**

{likes}

**What did you like least about your job?**

{dislikes}

**How do you think the company can improve the employee experience?**

{improvements}

## Exit Checklist

{#exitChecklist}

* {item}

{/exitChecklist}

## Future Contact

**Would you consider returning to the company in the future?***{wouldReturn}*

**May we contact you for follow-up questions?**

{#canBeContacted}

**Preferred Contact Information:** {contactInfo}

{/canBeContacted}

## Acknowledgment

I, **{employeeName}**, acknowledge that the information provided in this exit interview is accurate and truthful to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: {interviewDate}