[EMPLOYER NAME]

EMPLOYEE EXIT INTERVIEW FORM

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| **EMPLOYEE INFORMATION** |

**Employee Name**: [EMPLOYEE NAME] **Title/Department**: [JOB TITLE/DEPT.]

**Start Date With Company**: [MM/DD/YYYY] **Separation Date**: [MM/DD/YYYY]

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| **EXIT INTERVIEW QUESTIONNAIRE** |

**Please describe why you are leaving your position.**

[DESCRIBE WHY EMPLOYEE IS LEAVING]

**Was your job what you expected it to be?** [ ]  Yes [ ]  No

If not, please explain: [EXPLAIN JOB EXPECTATIONS]

**Do you feel you were placed in a position compatible with your skills?** [ ]  Yes [ ]  No

If not, please explain: [EXPLAIN SKILL COMPATIBILITY]

**Do you feel that there was a possibility for advancement?** [ ]  Yes [ ]  No

If not, please explain: [EXPLAIN PREVENTION OF POSSIBILITY]

**What were some challenges you faced in your position?**

[DESCRIBE CHALLENGES]

**What did you like about your position?**

[DESCRIBE POSITIVE JOB ASPECTS]

**What did you dislike about your position?**

[DESCRIBE JOB DISLIKES]

**Is there anything the company could have done differently to change your decision?**

[DESCRIBE WHAT COMPANY COULD HAVE DONE]

**Additional Comments**:

[ADDITIONAL COMMENTS]

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| **SIGNATURE** |

**Employee Signature**: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) Date: [DATE]

Print Name: [EMPLOYEE PRINTED NAME]