

Exit Interview Questionnaire and Feedback Form

Thank you for taking the time to complete this questionnaire. Your feedback is valuable to us and helps us improve our workplace environment, management practices, and overall employee experience. Since this form is for printing, please fill in the text fields clearly.

1. Employee Information

Full Name:

Job Title:

Department:

Start Date:

Last Day of Work:

Direct Supervisor/Manager:

2. Reasons for Leaving

What is your primary reason for leaving the company?

If you are accepting a new position, what makes the new role more attractive?

3. Feedback on the Role and Company Culture

What did you enjoy most about your job and working here?

What did you find most challenging or frustrating about your job?

Did you have the necessary tools, resources, and training to do your job effectively? (Yes/No and explain):

How would you describe the overall company culture?

4. Management and Support

How would you describe your relationship with your manager?

Did you feel valued and recognized for your contributions?

Did you feel there were sufficient opportunities for career growth and advancement?

5. Recommendations

What areas of the company do you think need the most improvement?

Would you recommend this company to a friend as a good place to work? (Yes/No and explain):

Any other comments or suggestions you would like to share?

6. Signatures (for printed completion)

Employee Signature:

Date: