

## **Exit Interview**

Name	Department
Job Title	
Line Manager	Leaving Date
Reason for leaving	
Verbal resignation date	Letter received date
When did you first look for another job?	
1. Pay	Indicate major factor
2.Work Content	Indicate major factor
3. Working Conditions	Indicate major factor
4. Working Relationships	Indicate major factor
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5.Career Prospects	Indicate major factor
6.Training/induction	Indicate major factor

Other comments and details of position going to	
Confirmation of exit interview	
This member of staff has been given an exit	interview on
Conducted by	
Position	Date