

Exit Interview



Name _____ Department _____

Job title _____

Line Manager _____ Leaving date _____

Reason for leaving (tick as appropriate)

Resignation Reason given at time _____

With notice Reason given at time _____

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 _____

5. Career prospects _____ Indicate major factor _____

6. Training/induction _____ Indicate major factor _____

