**Exit Interview Form**

Exit Interview Process:

1. Schedule an exit interview to gather feedback on the onboarding process and overall experience provided in the list below. **[Instructions:** Please provide honest feedback to help us improve our organization. Your responses will be kept confidential and used for internal purposes only.**]**
2. After the paperwork formalities, provide necessary information regarding the final paycheck, benefits, and offboarding procedures.

**Employee Information:**

* Name:
* Position:
* Department:
* Last Working Day:

**Exit Interview Questions:**

* Reason for Leaving:
	+ What prompted your decision to leave the company?
	+ Was there anything specific that influenced your decision to resign?
* Job Satisfaction:
	+ What aspects of your job did you enjoy the most?
	+ Were there any aspects of your job that you found challenging or frustrating?
* Work Environment:
	+ How would you describe the overall work environment and culture?
	+ Did you feel supported by your colleagues and managers?
* Training and Development:
	+ Did you receive adequate training and support to perform your job effectively?
	+ Were there any opportunities for professional development that you wished you had access to?
* Management and Leadership:
	+ How would you rate the quality of management and leadership within the organization?
	+ Did you feel that your contributions and accomplishments were recognized and appreciated?
* Communication:
	+ How effective was communication within the team and across departments?
	+ Were there any communication issues or challenges you encountered during your time here?
* Feedback and Recognition:
	+ Did you receive regular feedback on your performance?
	+ Were there any opportunities for recognition or rewards for your contributions?
* Work-Life Balance:
	+ How would you rate the work-life balance at the company?
	+ Did you feel that your workload was manageable?
* Organizational Changes:
	+ How did you feel about the recent organizational changes or initiatives?
	+ Were there any changes that had a significant impact on your work?
* Suggestions for Improvement:
	+ Do you have any suggestions for how the company could improve its employee experience or work environment?
	+ Are there any areas that require immediate attention or focus?
* Future Plans:
	+ What are your plans for the future, professionally and personally?
	+ Do you have any feedback or advice for your successor or colleagues?

**Additional Comments:**

Please provide any additional comments or feedback that you think would be valuable for us to know.