Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Termination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What prompted your decision to leave our organization, and what could we have done to retain you?
2. How would you rate your overall experience working for our organization?
3. Did you feel that your contributions were valued and recognized during your time here?
4. How well do you think your role was defined, and were your responsibilities and expectations clear?
5. Did you receive adequate training and support to perform your job effectively?
6. How would you rate the communication within the organization, and did you feel that you were kept informed about important matters?
7. Did you feel that there were opportunities for advancement and professional development within the organization?
8. How would you rate the quality of the supervision and management that you received?
9. Were there any workplace policies, procedures, or practices that you found particularly helpful or hindering?
10. What recommendations or feedback do you have for our organization to improve the work environment, employee experience, or other areas that may be relevant?
11. Is there anything else you would like to share about your experience working for our organization?

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: The form should be customized to meet the specific needs of the organization, and it's important to ensure that the exit interview is conducted in a respectful and professional manner, and that the interviewee is given the opportunity to provide honest and candid feedback. The interviewer should also take notes and analyze the feedback to identify any trends or areas for improvement within the organization.