**Free Exit Interview Template**

Below is an exit interview template. Feel free to customize it to your company! You could use this template while doing an exit interview verbally, by email, or by phone.

*Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Leaving Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*What prompted you to seek new employment? (Check as many as needed)*

*[ ] Type of Work
[ ] Compensation
[ ] Lack of Recognition
[ ] Company Culture
[ ] Business Direction*

*[ ] Quality of Supervision
[ ] Work Conditions
[ ] Family Circumstances
[ ] New Job Opportunity
[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Before making your decision to leave, did you discuss your above issues with management?*

*[ ] Yes  [ ] No*

*What did you think of your supervisor? Please provide professional, critical feedback.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*How would you describe the culture and morale at the company as a whole?*

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*Was your workload usually:*

*[ ] Too great
[ ] Varied, but all right
[ ] About right
[ ] Too light*

*How did you feel about your salary and the employee benefits?*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*What did you like most about your job and/or this company?*

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*What did you like least about your job and/or this company?*

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*What does your new job offer that your job with this company does not?*

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*Why is the new job/company better?*

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*Thank you for your time in taking this survey. We wish you the best of luck on your new path.*