

Employee Exit Interview Form

TO: _____

FROM: _____

I would appreciate if you would take a few minutes to respond to the questions below. All answers will be held in strict confidence. Thank you.

How long were you employed? _____

Job classification? _____

Why are you leaving? _____

Would you describe your working relationship (with respect to both your particular job and you relationship with fellow workers) as pleasant or unpleasant?

Do you feel that your particular job was important and significant in the overall operation of the business?

(Please continue questionnaire on the following page)

Are there any particular practices or working conditions that either led to your decision to resign or that you feel are detrimental to a satisfactory working relationship? If so, have you any suggestions on how to eliminate them?

Are there any particular practices or working conditions that you feel are particularly beneficial to an effective working relationship and that should be maintained?

Would you care to make any other comments?

Signed: _____

Date: _____