

EXIT FORM

Details:	
Employee Name: _____	Position Held: _____
Company Name: _____	Completion of Employment: _____
Date: _____	
Contact Number for Employee: _____	
Contact Email Address: _____	

Why are you leaving your current position?

What were the most important factors in your deciding to take a new position?

Salary? Benefits? Time off? Something else?

Did you discuss your reasons for leaving with anyone at the company? Yes No

Did they ask you to re-consider leaving? Yes No

How do you feel the company reacted when you handed in your notice?

Were you satisfied with your salary? Yes No Unsure

Is there anything the new company offers that this company doesn't provide?

What did you like best about your job?

What did you like least about your job?

Was there anything especially challenging that you had to contend with?

What would you change about your job?

How did you feel about the supervision you received?

Did you receive enough training to do the job effectively? Yes No Maybe

Did you receive enough support to do your job effectively? Yes No Maybe

How do you feel about the feedback you received from your manager?

What did you like best about working for the company?

What did you like least about working for the company?

How did you feel about the staff accommodation supplied?

Were you happy with the staff meals provided? Yes No Other

Do you feel the company values its employees? Yes No Maybe

Do you have any recommendations for the company for the future?

Would you work for the company in the future? Yes No Maybe

Would you recommend this company to prospective employees? Yes No Maybe

Do you have any questions or comments?
