

Exit interview template

Employee name:		Date:	
Department:		Job title:	
Last date of work:		Length of service:	

What prompted you to leave?

Before deciding to leave did you explore alternative options that would have enabled you to stay?

Did your role match the expectations that you had when you first started working here?

What elements of your job did you enjoy the most?

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What elements of your job did you find the most challenging?

Did you feel supported by your line manager?

Did you feel valued and appreciated for the contributions that you made during your time here?

Did you receive adequate training to support you in your role?

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Do you feel like there were viable opportunities for you to grow here?

Would you recommend the business to others as a good place to work?

Additional comments

Employee
signature:

Interviewer
signature: