

Employee offboarding

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Employee Name	Employee Name	Employee ID	1234	DOJ	01 Jan 2020
Designation	Designation	Department	Department	Lead	Lead Name

Reason For Leaving

Personal Reason

Date of Resignation

1 September 2020

Date of Leaving as per policy

1 December 2020

Submit

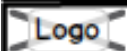
Acceptance Status

Lead	Department Head/Unit Head	HR
Accepted	Accepted	Pending

Withdrawn date

Comment

Submit



Employee Name	Employee Name	Employee ID	1234	DOJ	01 Jan 2020
Designation	Designation	Department	Department	Lead	Lead Name

Department	SA	Admin	Finance	Quality	HR
Knowledge Transfer	Official Email Account		IT		ID Card
	Skype Account		Advance		NDA
	Gmail or Yahoo Testing Purpose				Exit Interview
	Testing Tools				
	Linux or Mac machine Password				
	Specific tools for renewal details				
	Handover Testing Device				
	Headset				
	Machine Port Forwarding				
	SVN & VSS & TFS Login Details				
	RDP. VPN Connection				

EXIT INTERVIEW FORM

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Please give your valuable feedback, which will help the company to perform better.

Date of Leaving as per policy

2.How did you feel about your salary and the employee benefits provided by the company?

3.Is there any other benefits you feel should have been offered - Yes/ No

Specify if yes.

4. How well was work organised ?

☐ a. Overloaded

☐ b. Comfortable

☐ c. Too Light

☐ d. No work

5. How challenging was your job ?

☐ a. Very much

☐ b. Ok

☐ c. Some what

☐ d. Not Very

6.What did you feel about your growth potentials ?

7.How valued did you feel your ideas & opinions were in your department ?

☐ a. Highly Valued

☐ b. Good

☐ c. Somewhat Valued

☐ d. Almost Valued

8. How satisfied were you with the overall working conditions in your department?

☐ a. Highly Valued

☐ b. Good

☐ c. Somewhat Valued

☐ d. Almost Valued

9.If you have suggestions & Complaints, have you felt free to discuss them with your superior ?

☐ a. Always

☐ b. Some times

☐ c. Never

10.What Prompted you to seek other employment.

☐ a. Compensation

☐ a. Compensation

☐ c. Lack of Recognition

☐ d. Better Prospects

11. Were you given adequate training or orientation to do your specific job responsibilities?

12. Any suggestions as to how the company could be a better place to work?

13. What did you like most about your job or the company ?

14.What did you like least about your job or the company ?

15. Any others ?

Thankyou for your valuable feedback

Date :



Submit