**EMPLOYEE EXIT FORM**

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| Employee Name:- | Employee No:- |
| Designation: - | Department:- |
| Reporting Manager:- | Location:- |
| Date of Joining:- | Date of Resignation: |
| Reason for Separation:- | Contact No:- |
| Official Mail id:- | Personal Mail id:- |
| Clearance (please mark “NA” if not applicable) | |
| All company Manuals, documents & accessories returned | Yes \_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_ |
| Formal Handover Documents/ KT Transfer | |
| ID Card:- | |
| OT (If applicable) | |
| Last Working Day: | |
| PF Formalities | |
| Gratuity | |
| Notice Period Applicable:\_\_\_\_\_\_\_\_\_\_\_  Notice Period Served:\_\_\_\_\_\_\_\_\_\_\_\_\_  Notice Period Recovery:\_\_\_\_\_\_\_\_\_\_\_ | Additional Info: |
| Shortfall in Notice Period | |
| F&F (60 working days) | |
| Relieving or Experience Letter:- | |

EXIT INTERVIEW QUESTION

1. Why are you Leaving this Position?
2. How do you feel about the management and do you have any feedback or suggestion for how we can improve?
3. Do you feel you received proper training
4. What were your criteria for choosing a new Employer
5. What did you like most about your jobs
6. What did you dislike about your jobs