

# EMPLOYEE EXIT INTERVIEW TEMPLATE

**Summit Digital Solutions, Inc.**

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## 1. PURPOSE AND SCOPE

1. This Exit Interview Template ("Template") establishes the standard protocol for conducting exit interviews with departing employees of Summit Digital Solutions, Inc. ("Company") to gather feedback, ensure compliance with confidentiality obligations, and facilitate proper offboarding procedures.

2. This Template applies to all voluntary and involuntary employee separations, excluding temporary contractors and consultants.

## 2. INTERVIEW PROCEDURE

1. The exit interview shall be conducted by a Human Resources representative or designated manager within five (5) business days prior to the employee's last day of employment.

2. The interviewer shall:

- a) Review this Template prior to the interview
- b) Document all responses in the Company's HR management system
- c) Maintain confidentiality of the discussion
- d) Forward any urgent concerns to appropriate department heads

## 3. REQUIRED DOCUMENTATION REVIEW

1. The following documents must be reviewed with the departing employee:

- Confidentiality and Non-Disclosure Agreement
- Non-Compete Agreement (if applicable)
- Intellectual Property Assignment Agreement
- Peak Performance Platform Access Termination
- Client Data Protection Protocols
- Return of Company Property Checklist

## **4. STANDARD INTERVIEW QUESTIONS**

### **1. Primary Reason for Departure**

- Primary and secondary factors influencing decision to leave
- Timing of decision
- Future employment plans (if voluntary)

### **2. Role and Responsibilities**

- Current projects and status
- Knowledge transfer requirements
- Client relationship transitions
- Documentation of processes and procedures

### **3. Technology and Systems**

- Active system access credentials
- Personal devices used for work purposes
- Cloud storage and collaboration tools
- Client-specific platforms and applications

### **4. Company Experience**

- Overall satisfaction with role
- Professional development opportunities
- Team dynamics and management
- Suggestions for improvement

## **5. CONFIDENTIALITY AND COMPLIANCE**

### **1. The departing employee must acknowledge ongoing obligations regarding:**

- Protection of proprietary information
- Client confidentiality
- Trade secrets
- Intellectual property rights
- Non-solicitation provisions
- Data protection requirements

2. Specific attention must be given to:

- Peak Performance Platform methodologies
- AI/ML algorithms and models
- Client implementation frameworks
- Pricing structures and strategies
- Business development pipelines

## **6. COMPANY PROPERTY RETURN**

1. The following items must be collected and documented:

- Laptop and accessories
- Mobile devices
- Security badges and keys
- Corporate credit cards
- Client materials and documentation
- Hardware tokens and security devices

## **7. FINAL COMPENSATION AND BENEFITS**

1. Review of final payment details:

- Regular salary through last day
- Accrued PTO payout
- Outstanding expense reimbursements
- Bonus/commission calculations
- Equity considerations (if applicable)

2. Benefits continuation information:

- Health insurance coverage end date
- COBRA eligibility and enrollment
- 401(k) plan options
- Stock option exercise periods

## **8. DOCUMENTATION AND REPORTING**

1. The interviewer must complete:

- Exit Interview Summary Form
- Property Return Checklist
- System Access Termination Form
- Confidentiality Acknowledgment
- Final Compensation Statement

2. All documentation must be submitted to:

- Human Resources Department
- IT Security Team
- Finance Department
- Legal Department (if applicable)

## **9. SIGNATURE AND ACKNOWLEDGMENT**

The undersigned acknowledges participation in the exit interview process and receipt of all relevant separation documentation.

**Employee Name:** \_

**Employee Signature:** \_

**Date:** \_

**Interviewer Name:**

**Interviewer Signature:**

**Date:** \_

## **10. LEGAL DISCLAIMER**

This Template is confidential and proprietary to Summit Digital Solutions, Inc. Nothing in this document creates any additional rights or obligations beyond those set forth in the employee's original employment agreement and related documents. The Company reserves the right to modify this Template at any time without notice.