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| 1. **Interview details**   Name of employee:  Name of interviewer/s:  Date of interview: |
| **2. Employee details (to be completed by administration before interview)**  Date employee commenced:  Last day of employment:  Employee’s position: |
| **3. Reason(s) for resignation**  Other employment  Dissatisfaction with remuneration  Health related  Relocation  Family Reasons  General Dissatisfaction  Personality Conflict  Travelling Inconvenience  Bored with type of work  Other  Explain reason(s): |
| **4. Who did you first communicate your resignation to and why?** |

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| **5. Did you expect a different response?**  Yes  No  Comments: |
| **6. What did you like best about working for this Company?** |
| **7. What did you like least about working for this Company?** |
| 1. **Is there anything that we could have done to prevent your resignation?**   Yes  No  Comments: |
| 1. **Suggestions for improving Company (whether related to work or employee management)** |
| 1. **Interviewer(s) assessment of resignation:** |

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| **11. Is re-employment an option?**   Yes  No  **12. Has a written reference been given?**   Yes  No  **13. Is there any Company property to be returned?**  Yes  No  If yes, describe:          **14. Any follow up required?**  Yes  No  If yes, explain:        **15. Are there any further comments?** |
| Signed Position    Name Date |