

EXIT INTERVIEW FORM

| | | | |
|--|--|---------------------------------------|--|
| EMPLOYEE NAME | | NAME OF SUPERVISOR | |
| DATE OF JOINING | DATE OF RESIGNATION | LAST WORKING DAY | DATE OF CLEARANCE |
| MAIN REASON FOR LEAVING THE ORGANIZATION | | | |
| Higher salary <input type="radio"/> | Higher Designation <input type="radio"/> | Relocation <input type="radio"/> | Marriage <input type="radio"/> |
| Health Reasons <input type="radio"/> | Business <input type="radio"/> | Further Studies <input type="radio"/> | Change of Industry <input type="radio"/> |
| Any other Reason | | Detailed Reason | |
| Name of the organization you are joining | | | |
| Would you like to re-join in case of any opportunity in future? | | YES | NO |
| RATINGS (Tick) | GOOD | AVERAGE | POOR |
| Your experience while dealing with your supervisor | | | |
| Your experience while dealing with the Top Management | | | |
| Your experience while dealing with your team members | | | |
| Your experience while dealing with your colleagues (other than your team members) | | | |
| Your overall experience in the organization | | | |
| What did you like about the organization? | | | |
| | | | |
| What did you not like about the organization? | | | |
| | | | |
| Any Suggestions for improvements | | | |
| | | | |
| Interviewer's Comments | | | |
| | | | |
| Employee's Signature | | Interviewer's Signature | |
| Date | | Date | |