

EXIT INTERVIEW SURVEY

[Insert Company Logo/Name]

[Insert Company Address]

IMPORTANT. This exit interview survey will provide the company an opportunity to gather valuable feedback that will help improve work practices inside the company. We highly recommend your honesty upon answering this survey. The information collected will be utilized to improve employee retention strategies of [Specify Company Name]. Your response to this survey will be treated with utmost confidentiality and will not become part of your employee record.

[Specify Date of Resignation]

Date of Resignation

Name: [Specify the Name Here]

Job Title: [Specify the Job Title Here]

Department: [Specify the Department Here]

Date of Hire: [Specify the Date Here]

Name of Supervisor: [Specify the Name Here]

PURPOSE OF SEPARATION

Personal Reasons	Dissatisfied with Working Conditions	Dissatisfied with Pay	Career Change	Retirement	Laid Off

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Satisfied with the recruitment process					
Satisfied with the employee morale					

Satisfied with the new employee orientation					
Satisfied with the communication between the management and employees					
Satisfied with the employee treatment					
Satisfied with the company's goals and objectives					
Satisfied with the benefits					
Satisfied with the salary					
Satisfied with the company's goals and objectives					
Satisfied with the career growth opportunities					
Satisfied with the type of work					
Satisfied with coworkers and management					
Satisfied with the working hours					
Satisfied with the company policies and regulations					
Satisfied with the performance recognition					
Satisfied with the workload					
Satisfied with the level input of decision					
Satisfied with the working conditions					
Satisfied with the training and development					
Satisfied with the tools and equipment provided					
Satisfied with the work location					

Based on your complete experience with our organization, are you likely to recommend your family/friends to work with us?

What actions do you think the company should take establish a better workplace?

Do you have any more comments / suggestions you want to share to the company?

Employee Signature