Exit Interview



Name	Department
Job title	
Line Manager	Leaving date
Reason for leaving (tick as appropriate)	
Resignation Reason given at time	
With notice Reason given at time	
Verbal resignation date	Letter received date
When did you first look for another job?	
I. Pay	Indicate major factor
2. Work content	Indicate major factor
3. Working conditions	Indicate major factor
4. Working relationships	Indicate major factor
5. Career prospects	Indicate major factor
6. Training/induction	Indicate major factor

Other comments and details of position going to		
Confirmation of exit interview		
This member of staff has been given an exit interview on		
Conducted by		
Position	Date	
