



### EXIT INTERVIEW REPORT

This may be used as a permanent part of the file of the employee who is leaving your organization, as reference for possible questions from the employee, and as future reference in the event the person wishes to be rehired.

Employee's Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Department \_\_\_\_\_ Job Title \_\_\_\_\_

Termination was         Voluntary         Involuntary

If involuntary, for what reason was employee discharged?

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If termination was voluntary, for what reason(s) given by employee?

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Had the employee previously discussed these reasons with the immediate supervisor and/or management?  
 Yes         No

If Yes, what reaction did the employee report having received as a result of the discussion?

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Did the employee indicate any other reasons for dissatisfaction?

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Did the employee offer any suggestions that might be made to eliminate similar occurrences in the future?

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**Interviewer's Comments:**

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Interviewer Signature \_\_\_\_\_ Date \_\_\_\_\_

For a free 30-minute consultation on conducting exit interviews, [click here.](#)