

Exit Interview Form

Confidential Employee Feedback

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Purpose of Exit Interview

This exit interview is an opportunity to provide honest feedback about your experience working here. Your responses will help us improve our workplace for current and future employees. Participation is voluntary and your feedback will be treated confidentially and used only for improvement purposes.

Section 1: Employee Details

Employee Name *

Employee ID

Position / Job Title *

Department / Team *

Employment Start Date

Last Day of Employment

Manager / Supervisor Name

Interview Date *

Interviewer Name and Position *

Section 2: Reason for Leaving

Primary reason for leaving (select one):

- ☐ New employment opportunity
- ☐ Career change
- ☐ Further education / study
- ☐ Relocation
- ☐ Family / personal reasons
- ☐ Retirement
- ☐ Health reasons

- ☐ Dissatisfaction with role
- ☐ Dissatisfaction with management
- ☐ Better pay/benefits elsewhere
- ☐ Work-life balance
- ☐ Limited career progression
- ☐ Redundancy
- ☐ End of contract
- ☐ Other:

If other, please specify:

Please elaborate on your reasons for leaving:

Section 3: New Employment (if applicable)

New employer (optional):

New position:

Industry:

How does the new role compare? (Select all that apply)

- ☐ Better salary
- ☐ Better benefits
- ☐ Better career progression
- ☐ Better work-life balance
- ☐ Shorter commute
- ☐ More interesting work
- ☐ Better management
- ☐ Other:

Section 4: Your Role

What did you enjoy most about your role?

What did you enjoy least about your role?

Were your skills and talents fully utilised? Please explain:

Did you receive adequate training and development opportunities?

Section 5: Management and Supervision

How would you describe your relationship with your direct manager?

What could your manager have done better?

Did you receive regular feedback on your performance?

Section 6: Workplace Ratings

Please rate the following on a scale of 1-5 (1 = Poor, 5 = Excellent):

Rating scale: 1 = Poor, 2 = Below Average, 3 = Average, 4 = Good, 5 = Excellent

Quality of management/supervision	1	2	3	4	5
Communication from management	1	2	3	4	5
Training and development opportunities	1	2	3	4	5
Career progression opportunities	1	2	3	4	5
Salary and compensation	1	2	3	4	5
Employee benefits	1	2	3	4	5
Work-life balance	1	2	3	4	5
Workload and expectations	1	2	3	4	5
Team morale and culture	1	2	3	4	5
Physical working conditions	1	2	3	4	5
Equipment and resources provided	1	2	3	4	5
Recognition and appreciation	1	2	3	4	5
Company values and ethics	1	2	3	4	5
Overall job satisfaction	1	2	3	4	5

Section 7: Workp lace Culture

How would you describe the workplace culture?

Did you feel:

- ☐ Respected
- ☐ Valued
- ☐ Included
- ☐ Supported
- ☐ Part of a team

Any concerns about workplace culture (bullying, harassment, discrimination)?

Section 8: Recommendations

What changes would you recommend to improve the workplace?

What advice would you give to your replacement?

Is there anything the company could have done to retain you?

Section 9: Future Relationship

Would you consider working for this organisation again in the future?

- ☐ Yes, definitely
- ☐ Yes, possibly
- ☐ Unlikely
- ☐ No

Would you recommend this organisation as a good place to work?

- ☐ Yes, definitely
- ☐ Yes, with reservations
- ☐ Unlikely
- ☐ No

Please explain your answer:

Section 10: Additional Comments

Is there anything else you would like to share?

Section 11: Consent and Acknowledgement

I understand that:

- ☐ This exit interview is voluntary
- ☐ My responses will be treated confidentially
- ☐ Feedback may be shared in aggregate or anonymised form
- ☐ This feedback will be used to improve the workplace

I consent to my feedback being used as described above.

Employee Signature: _____

Date: _____

Section 12: Interviewer Notes (For HR Use)

Key themes from this interview:

Actions to follow up:

- ☐ Data entered into exit interview tracking
- ☐ Relevant feedback shared with appropriate managers

Interviewer Signature:

Date:

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