[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Exit Interview Form

Learning from departures: reasons for leaving, experience of the role and manager, and suggestions, recorded consistently.

Departure details

Field	Entry
Employee	**[Employee name]**
Role	**[Role]**
Department	**[Department]**
Manager	**[Manager name]**
Interviewer	**[Interviewer name]**
Start date	**[Start date]**
Last working day	**[Last working day]**
Notice period served	
Leaving category	Resignation / end of fixed-term contract / retirement / redundancy
Final pay explained	
Unused leave	
Equipment return date	

Reasons for leaving

✓	Reason (tick all that apply)
	Pay
	Career growth
	Manager relationship
	Workload
	Working hours or location
	Workplace culture
	Personal reasons

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Field	Entry
Main reason, in the employee's words	
Single event that tipped the decision	
New employer (only if volunteered)	

Role and manager feedback

Field	Entry
Duties clear?	
Feedback and recognition received?	
Manager support for development?	
Would work for this manager again?	
One change that would have made them stay (verbatim)	

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Workplace experience

Area	Rating 1–5	Comments
Tools and equipment		
Workload		
Pay and promotion fairness		
Feeling safe raising concerns		

Suggestions and follow-up

Suggestion	Owner	Due

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Completion checklist

✓	Check
	Departure details, final pay, and equipment return are confirmed.
	Reasons and feedback are recorded in the employee's words with examples.
	Follow-up actions have owners and dates, and themes go to the quarterly summary.

Document	Exit Interview Form
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign wave 1)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**