

# Exit interview template

Date of exit interview:		Last day of work:	
Team member:	Position:	Manager:	

Reason for leaving:					
Involuntary			Voluntary		
Position eliminated		Lay off	Personal reasons		Retirement
Policy violation		Other:	New position		Other:
Underperforming			Returning to school		

Interview questions:	
1. What led you to your decision to leave?	2. What do we do well as a company?
3. What do we need to improve as a company?	4. Did you feel supported by your manager?
5. Do you feel you received proper training and development opportunities?	6. What are you looking for in your next job opportunity?
7. What would make you reconsider your decision to leave?	Notes: