

# Exit Interview Template

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Use this template to guide your employee exit interviews. This form is designed to help HR teams collect meaningful feedback and identify trends over time.

## Employee Details

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Manager: \_\_\_\_\_

Final Working Day: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Interviewed By: \_\_\_\_\_

## Introduction

Thank the employee for their time. Explain that the purpose of the interview is to gather feedback to improve the workplace, not to evaluate their performance. Reassure them their responses will remain confidential and anonymous where possible.

## Exit Interview Questions

1. What prompted you to start looking for a new role?

Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What did you enjoy most about your position here?

Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What aspects of your job were most frustrating?

Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. How would you describe the company culture?

Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. How supported did you feel by your manager and team?

Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Were you satisfied with your compensation and benefits?

Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. What could we have done to make you stay?

Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Did you have clear growth and development opportunities?

Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Would you recommend this company to a friend?

Response: \_\_\_\_\_

\_\_\_\_\_

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10. Do you have any other feedback you'd like to share?

Response: \_\_\_\_\_

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### Key Themes and Observations

Use this section to note key takeaways, categorised where possible (e.g., Culture, Management, Compensation, etc.).

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### Next Steps (Internal Use Only)

Notes or action items from the interview:

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### Closing the Interview

Before concluding the interview, be sure to:

- Reiterate your thanks for their time and honesty.
- Summarise key points you've heard (briefly).
- Confirm what will happen with their feedback (e.g., who will see it, how it may be used).
- Ask if they have any final thoughts or questions.
- Confirm any final HR or offboarding steps (e.g., returning equipment, final paycheck, references).
- Wish them well in their next role or career step.