

Detailed Exit Feedback Form Sample

Use this **detailed exit feedback form sample** to gather comprehensive insights from employees leaving your organization. The form is designed to capture valuable feedback on their experience, reasons for departure, and suggestions for improvement. Implementing this form helps in enhancing employee retention and workplace culture.

Employee Information

Full Name

Position/Title

Department

Date Joined

Last Working Day

Email Address (Optional)

Role & Environment

How would you rate your overall experience at the company?

☐ Excellent ☐ Good ☐ Average ☐ Poor

What did you enjoy most about your role and the company?

What challenges did you face during your employment?

Reason for Leaving

Primary reason(s) for leaving: (Check all that apply)

- ☐ Better opportunity elsewhere ☐ Career change ☐ Personal reasons ☐ Relocation
- ☐ Compensation/Benefits ☐ Management/Supervision ☐ Lack of Advancement ☐ Work-life Balance
- ☐ Other

If 'Other', please specify:

Feedback on Management & Company Culture

How would you rate the support and leadership provided by your manager?

Comments on management and leadership:

How would you describe the company culture?

Development & Future Recommendations

Were your career and personal development needs met?

Suggestions for company improvement:

Would you recommend this organization to others as a good place to work?

☐ Yes ☐ No ☐ Not sure

Additional Comments

Additional feedback or comments:

Submit Feedback