

# Employee Exit Interview Consent Form Sample

An **employee exit interview consent form** sample is a valuable document designed to obtain formal permission from departing employees to participate in an exit interview. This form ensures transparency and helps organizations gather honest feedback to improve workplace practices. Using a standardized sample simplifies the process and maintains legal compliance.

## Sample Consent Form

Employee Details

Employee Name:

Employee ID:

Department:

Last Working Day:

Consent Statement

I hereby acknowledge that I have been informed of the opportunity to participate in an exit interview with *[Company Name]*. I understand that my participation is voluntary. The feedback I provide will be used to improve company policies and procedures. I am aware that the data collected will be kept confidential and used for internal purposes only.

☐ I consent to participate in the exit interview process.

Employee Signature:

Date:

Submit

**Disclaimer:** This sample is provided for informational purposes only. Please consult your HR or legal department for compliance with local laws and organizational policies.