

Employee Exit Feedback Form

Collect valuable insights with this **employee exit feedback form sample**, designed to understand the reasons behind departures and improve workplace culture. The form facilitates open communication, helping organizations address concerns and enhance retention strategies. Utilize this template to streamline the exit process and foster continuous improvement.

Employee Name (Optional):

Department:

Position:

Manager/Supervisor:

Email (Optional):

Last Working Day:

Primary Reason(s) for Leaving:

- ☐ Career Advancement
- ☐ Compensation/Benefits
- ☐ Work Environment
- ☐ Management/Supervision
- ☐ Personal Reasons
- ☐ Other

Please provide further details:

Overall, how satisfied were you with your experience at the organization?

Feedback on the following aspects: Work Environment:

Management/Supervision:

Job Role/Responsibilities:

What could we have done differently to retain you?

Other comments or suggestions:

Submit Feedback