

# Employee Exit Questionnaire: Reasons for Leaving

An **employee exit questionnaire** is a valuable tool used to gather insights about the reasons for an employee's departure. This feedback helps organizations identify trends, improve the workplace environment, and reduce future turnover. Collecting honest responses allows for better retention strategies and enhanced employee satisfaction.

## Exit Questionnaire Sample

Employee Name (optional):

Department:

Position:

Length of Employment:

What is your primary reason for leaving?

Please elaborate on your reason for leaving:

How satisfied were you with your job overall?

- ☐ Very Satisfied  
☐ Satisfied  
☐ Neutral  
☐ Dissatisfied  
☐ Very Dissatisfied

Do you have any suggestions for improving the organization?

Submit