

Exit Interview Survey Form

Use this **exit interview survey form sample** to gather valuable feedback from employees voluntarily leaving your organization. It helps identify reasons for departure and areas for improvement to enhance employee retention. Collecting honest insights supports a positive offboarding experience and organizational growth.

Personal Information (Optional)

Name:

Department:

Position:

Length of Service:

Last Working Day:

Reasons for Leaving

Please select your primary reason(s) for leaving:

- ☐ Career Advancement
- ☐ Compensation/Benefits
- ☐ Management/Leadership
- ☐ Work-Life Balance
- ☐ Company Culture
- ☐ Personal Reasons
- ☐ Other (please specify):

Feedback

How satisfied were you with your job overall?

How would you rate the work environment?

How would you rate your supervisor/manager?

Additional Comments

What could we have done to improve your experience?

Any advice for the organization?

Submit Survey