

Exit Feedback Form

This **exit feedback form** sample is designed to gather valuable insights from employees voluntarily leaving the organization. It helps identify reasons for departure and areas for workplace improvement. Utilizing this feedback supports enhancing employee retention strategies and overall work environment.

Employee Information

Name (optional):

Department:

Position Title:

Personal Email (optional):

Separation Date:

Reason for Leaving

Please select your primary reason(s) for leaving:

Career Advancement
Compensation/Benefits
Work-Life Balance
Management/Supervision
Relocation
Job Role Not a Good Fit
Personal Reasons
Other (please specify below)

If you selected "Other" or would like to elaborate, please specify:

Job Satisfaction

How would you rate your overall experience working here?

What did you most enjoy about your job or workplace?

What suggestions do you have for improving the organization or your department?

Final Comments

Please share any additional comments or feedback:

Submit Feedback