

Comprehensive Exit Feedback Form Sample for Departing Employees

Our **comprehensive exit feedback form** sample is designed to gather valuable insights from departing employees, helping organizations improve retention and workplace culture. This template covers key areas such as job satisfaction, management, and future recommendations. Utilizing this form ensures a smooth transition and fosters continuous growth within the company.

Personal Information

Name (Optional):

Position/Title:

Department:

Length of Service:

e.g. 2 years, 6 months

Job Satisfaction

How satisfied were you with your overall experience at the company?

☐ Very Satisfied

☐ Satisfied

☐ Neutral

☐ Dissatisfied

☐ Very Dissatisfied

What did you like most about your role?

What were the biggest challenges you faced?

Work Environment & Culture

How would you describe the work environment?

☐ Positive

☐ Neutral

☐ Negative

Comments on workplace culture:

Management & Leadership

How would you rate the support from your direct supervisor/manager?

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Suggestions for management improvement:

Reasons for Leaving

What is your primary reason for leaving?

Additional comments regarding your decision:

Final Thoughts & Recommendations

What could the company do to improve?

Would you consider returning to this company in the future?

☐ Yes

☐ No

Would you recommend this company to others?

☐ Yes

☐ No

Submit Feedback