

Confidential Exit Feedback Form for Retiring Staff

This **confidential exit feedback form** sample is designed to gather honest and constructive insights from retiring staff, helping organizations improve their workplace environment. It ensures privacy while encouraging retirees to share valuable feedback on their experience and suggestions for future improvements. Using this form can enhance employee satisfaction and support smooth transition processes.

Personal Information (Optional)

Name:

Department:


Feedback Questions

What was your role at the organization?

How many years did you work with us?

What prompted your retirement at this time?


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



What did you like most about working here?

What areas do you think need improvement?

Did you feel supported by your manager and colleagues?



Suggestions or recommendations for the organization:

Transition

Was the handover/transition process smooth and sufficient?



If not, please explain:

Your feedback will remain confidential and will be used only to improve our workplace environment and processes.