# **Exit Interview Template**

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| First name:  | Last name:  |
| Interview date:  | Position: |

**[The following questions are provided as a reference; adapt them to your situation as needed.]**

**Reasons for Leaving**

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| **Question** | **Notes** |
| When and why did you decide to change job? |  |
| Was your decision to change job triggered by any specific event? |  |
| For which company are you going to work? |  |
| What is your new title? |  |
| Had you discussed your job search with your manager? |  |

**Work Environment**

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| **Question** | **Notes** |
| What did you like the most about the company? |  |
| Did you feel like the organization gave you the opportunity to grow professionally? |  |
| Which actions or initiatives taken by the company motivated you the most? |  |
| Did you appreciate the work atmosphere? |  |

**Areas of Improvement**

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| **Question** | **Notes** |
| Do you have improvement suggestions about any topic such as employee management, recognition, professional development, resources, etc.? |  |
| Is there something we could have done to keep you? |  |
| Do you believe the team members are treated fairly within the organization? |  |

**Benefits and Work Conditions**

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| **Question** | **Notes** |
| Do you feel that the benefits and conditions offered by the company are competitive? |  |
| Was the work schedule adequate? |  |
| Was the uniform or the dress code appropriate? |  |
| Were you satisfied with your compensation? |  |

**Management**

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| --- | --- |
| **Question** | **Notes** |
| Were you given enough feedback? |  |
| Did you have a good relationship with your manager? |  |
| What could your manager have done better? |  |

**Conclusion**

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| **Question** | **Notes** |
| What were your favorite and least favorite aspects of your work? |  |
| Would you recommend working at the company to an acquaintance or family member? |  |
| Would you recommend your work position to acquaintance or family? |  |
| Would you be open to coming back to work for the company? |  |
| Is there anything else you would like to add? |  |

