**Annexure 9 – Templates on Severance**

**HR 010 - Exit Interview at [CSO’s Name]**

*Confidential*

General Description

Employee Name:………………………………………………………………….

Employee Title:……………………………………………………………………

Employee Division/Unit: ………………………………………………………………

Date of Joined and Period of Service:………………………………………

Focused Questions

1. The main reason for leaving?
2. Other reasons for leaving?
3. How do I feel about the [CSO’s Name]?
4. What has been frustrating or difficult time works with the [CSO’s Name]?
5. What has been good or enjoyable or satisfactory time works with the [CSO’s Name]?
6. What extra responsibility would you have welcomed that was not given?
7. What training and development that you had found much helpful and enjoyable?
8. How you describe the culture or ‘feel’ of the [CSO’s Name]?
9. What suggestions you can make to improve working culture of the [CSO’s Name]?

…………………………………………

Signature of the Employee

Date ……………………………..