**Exit Interview**

***Confidential***

**General Description**

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

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

Employee Division: ………………………………………………………………

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 ABC?
4. What has been frustrating or difficult time works with the company?
5. What has been good or enjoyable or satisfactory time works with the company?
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 ABC?
9. What suggestions you can make to improve working culture of the company?

…………………………………………

**Signature of the Employee**

Date ……………………………..