

Employee Exit Interview Questions Guide

Dear [Employee's Name],

As part of our commitment to continuous improvement, we would like to conduct an exit interview to gather feedback on your experience at [Company Name]. Please find below the questions that may be discussed during the interview:

General Experience

- What prompted your decision to leave the company?
- How would you describe your overall experience at [Company Name]?

Work Environment

- How would you rate the support you received from your team and management?
- Did you feel that communication within the organization was effective?

Job Role

- Did your job meet your expectations and career goals?
- What aspects of your job did you enjoy the most and least?

Suggestions for Improvement

- What recommendations do you have for improving workplace culture?
- Are there any changes you think could enhance employee retention?

Thank you for your contributions to [Company Name]. We value your feedback and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]