

# Employee Exit Interview Summary Report

**Employee Name:** [Employee Name]

**Position:** [Position]

**Department:** [Department]

**Interview Date:** [Date]

## 1. Reason for Leaving

[Summary of reasons provided by the employee]

## 2. Job Satisfaction

[Comments on job satisfaction and areas of concern]

## 3. Suggestions for Improvement

[Employee's suggestions for workplace improvements]

## 4. Overall Experience

[Summary of overall experience shared by the employee]

## 5. Farewell Message

[Employee's farewell message and future plans]

## 6. Follow-Up Actions

[Any follow-up actions to be taken based on the interview]

**Prepared by:** [Interviewer's Name]

**Date of Report:** [Report Date]