

Departing Employee Feedback Survey

Dear [Employee's Name],

As you prepare to leave [Company's Name], we would like to take this opportunity to gather your feedback regarding your experience with us. Your insights are invaluable and will help us improve our workplace for current and future employees.

Please take a few moments to complete the following questions:

Survey Questions

1. What prompted your decision to leave the company?
2. How would you rate your overall experience at [Company's Name]? (1-5)
3. What did you enjoy most about your role?
4. What challenges did you face during your time here?
5. How can we improve our work environment?
6. Would you recommend [Company's Name] as a place to work? Why or why not?

Please submit your responses by [Deadline Date]. Your feedback will remain confidential.

Thank you for your time and contributions to [Company's Name]. We wish you all the best in your future endeavors!

Sincerely,
[Your Name]
[Your Position]