

Exit Interview Summary Report

Date: [Insert Date]

To: [Management/HR Department]

From: [Your Name/Department]

Employee Details

Name: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Exit Date: [Insert Exit Date]

Summary of Key Findings

- Reason for Leaving: [Insert Reason]
- Positive Aspects of Employment: [Insert Positive Feedback]
- Areas for Improvement: [Insert Areas for Improvement]
- Suggestions for Company: [Insert Suggestions]

Conclusion

The exit interview provided valuable insights into the employee's experience and highlights key areas for management to address. Further attention to [specific issue] is recommended to enhance employee satisfaction and retention.

Next Steps

Management is encouraged to review the findings and consider implementing recommended changes by following up with relevant departments.

Thank you for reviewing this summary report.