

# Departure Feedback Questionnaire

Dear [Employee's Name],

As you prepare to leave [Company Name], we value your feedback regarding your experience with us. Your insights are important in helping us improve our workplace culture and practices.

## **Please take a few moments to answer the following questions:**

1. What prompted your decision to leave [Company Name]?
2. How would you describe your overall experience working here?
3. What did you enjoy most about your time at [Company Name]?
4. What improvements would you suggest for the organization?
5. Would you consider returning to [Company Name] in the future? Why or why not?

Your feedback is confidential and will be used solely for improving our workplace. Thank you for your time and contributions during your tenure.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]