**COMPANY NAME**

**EXIT INTERVIEW**

|  |  |
| --- | --- |
| Name: | Position Title: |
| Start Date: | Leaving Date: |
| Salary on Leaving: | Form completed by: |

Reasons given for leaving are: (tick as appropriate)

|  |  |
| --- | --- |
| 1. Insufficient Pay □ | 6. Domestic problems □ |
| 1. Poor working conditions □ | 7. Poor health □ |
| 1. No job satisfaction □ | 8. Transport problems □ |
| 1. Lack of promotion □ | 9. Personal conflicts □ |
| 1. Lack of training □ | 10. Other reasons □ |

**Comments**

**Employer’s reason for dismissal (tick as appropriate). Enter further details on the back of this form if necessary**

|  |  |
| --- | --- |
| 1. Capability □ | 5. Redundancy □ |
| 1. Misconduct □ | 6. Statutory ban □ |
| 1. Gross misconduct □ | 7. Some other substantial reason □ |
| 1. Retirement □ |  |

|  |  |  |
| --- | --- | --- |
| <!-- ------------------------- --><!-- END OF CONVERTED OUTPUT --><!-- ------------------------- --> |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Short notes for future reference about the employee. Grade on a scale of 1 (low) to 5 (high)**

Ability/performance 1 2 3 4 5

Attendance/timekeeping 1 2 3 4 5

Loyalty/co-operation 1 2 3 4 5

Conduct 1 2 3 4 5

Initiative 1 2 3 4 5

Intelligence 1 2 3 4 5

Honest Yes □ No □ Would you re-employ Yes □ No □

Any other comments

Signature:

Date:

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