

# EXIT INTERVIEW FORM

This is a customizable starting template, not a finished legal document. Replace every [BRACKETED] field with your specifics, delete or adapt any clause that does not fit your situation, and have a licensed attorney in the governing jurisdiction review it before you adopt or distribute it. CyberSygn is not a law firm and this template is not legal advice.

This Exit Interview Form (this "Form") is completed as of [DATE] in connection with the departure of [EMPLOYEE FULL NAME] (the "Employee") from [COMPANY LEGAL NAME], a [STATE] [ENTITY TYPE, e.g. corporation] with its principal place of business at [COMPANY ADDRESS] (the "Company"). The Employee's last day of employment is [SEPARATION DATE].

**Recitals.** The Company conducts exit interviews to understand why employees leave, to gather candid feedback on the work experience, and to improve as an employer. Participation is voluntary, and the Employee's candor is valued. The Employee's responses do not change any rights or obligations under the Employee's separation arrangements or applicable law. The Employee completes this Form on the terms below.

## 1. Departure Details

1.1 **Basic information.** The following identifies the departing Employee and the nature of the separation.

Field	Detail
Job title / department	[TITLE / DEPARTMENT]
Manager	[MANAGER NAME]
Start date	[START DATE]
Last day	[SEPARATION DATE]
Type of departure	[RESIGNATION / END OF CONTRACT / RETIREMENT / OTHER]

1.2 **Forwarding contact.** [OPTIONAL: Forwarding email/phone for final pay, tax forms, and benefits notices: [CONTACT].]

## 2. Reasons for Leaving

2.1 **Primary reason.** Please describe the primary reason for your departure (for example: new opportunity, compensation, career growth, management, relocation, work-life balance, role fit, or other).

[EMPLOYEE RESPONSE]

2.2 **Contributing factors.** Please note any additional factors that contributed to your decision.

[EMPLOYEE RESPONSE]

2.3 **Avoidability.** Was there anything the Company could have done to retain you? If so, what?

[EMPLOYEE RESPONSE]

### 3. Role and Work Experience

3.1 **The work.** How would you describe your day-to-day role, workload, and the resources and tools available to do it well?

[EMPLOYEE RESPONSE]

3.2 **Onboarding and growth.** Did you receive the training, feedback, and development opportunities you needed? Please explain.

[EMPLOYEE RESPONSE]

3.3 **Recognition and compensation.** How fair and competitive did you find your pay, benefits, and recognition relative to your contributions?

[EMPLOYEE RESPONSE]

### 4. Management and Culture

4.1 **Management.** How would you describe your relationship with your manager, including communication, support, and feedback?

[EMPLOYEE RESPONSE]

4.2 **Team and culture.** How would you describe the team dynamic and the broader Company culture? What stood out, positively or negatively?

[EMPLOYEE RESPONSE]

4.3 **Respect and inclusion.** Did you feel treated with respect and able to raise concerns? If you experienced or witnessed conduct that concerned you, please describe it. **[The Company takes such reports seriously and will follow up as appropriate.]**

[EMPLOYEE RESPONSE]

## 5. Suggestions and Recommendation

5.1 **What to change.** If you could change one thing about working here, what would it be?

[EMPLOYEE RESPONSE]

5.2 **What to keep.** What did the Company do well that it should preserve?

[EMPLOYEE RESPONSE]

5.3 **Recommendation.** Would you recommend the Company as a place to work, and would you consider returning in the future? Why or why not?

[EMPLOYEE RESPONSE]

## 6. Offboarding Confirmation

6.1 **Return of property.** The Employee confirms the return, or arrangement for the return, of all Company property, including devices, keys, badges, credit cards, and access credentials. **[YES / OUTSTANDING ITEMS: [LIST]]**

6.2 **Continuing obligations.** The Employee acknowledges that any continuing obligations under prior agreements (such as confidentiality, intellectual-property assignment, or restrictive covenants) remain in effect according to their terms and applicable law, and that completing this Form does not waive or modify them.

6.3 **Final pay and benefits.** The Company will provide information about final pay, accrued time off, benefits continuation, and any required notices in accordance with applicable law, which varies by jurisdiction. Questions may be directed to **[HR CONTACT]**.

## 7. Use of Responses and General Provisions

7.1 **Voluntary and candid.** Participation in this exit interview is voluntary. The Employee may decline to answer any question, and declining will not affect final pay, benefits, or references owed under applicable law or Company policy.

7.2 **How responses are used.** The Company will use the Employee's responses to identify trends and improve the workplace. The Company will handle the responses with discretion and will share them on a need-to-know basis, except where disclosure is required by law or to investigate a report of misconduct.

7.3 **No change to legal rights.** This Form is not a release, settlement, or waiver of any claim. Any separation agreement or release is a separate document. Nothing here limits the Employee's right to report unlawful conduct to a government agency.

7.4 **Governing law.** This Form and its use are governed by the laws of the State of **[STATE]**, to the extent consistent with applicable federal and local law.

7.5 **Electronic submission.** This Form may be completed and signed electronically, and an electronic signature has the same effect as a handwritten one.

7.6 **Acknowledgment.** By signing, the Employee confirms that the responses provided are the Employee's own and were given voluntarily.

**ACKNOWLEDGMENT**

I have completed this Exit Interview Form voluntarily, and the responses above are my own. I understand my responses do not waive any of my legal rights or any continuing obligations.

DEPARTING EMPLOYEE	INTERVIEWER (HR) USE ONLY
Signature: _____	Conducted by: _____
Printed name: <b>[NAME]</b>	Printed name: <b>[NAME]</b>
Title: N/A	Title: <b>[TITLE]</b>
Date: _____	Date: _____

Template provided by CyberSygn. Not legal advice. CyberSygn is not a law firm. Consult a licensed attorney in your jurisdiction before relying on this document.