



Employee Exit Interview Questionnaire

A consistent conversation guide for learning from voluntary and involuntary departures.

PURPOSE	Capture themes about the employee experience, handoff needs, and opportunities for improvement.
BEST FOR	HR teams or managers conducting a respectful, optional exit interview.

Employee name (optional)	_____	Job title	_____
Department	_____	Manager	_____
Employment start	_____	Last day	_____
Interviewer	_____	Interview date	_____

1. Primary reason for leaving

SELECT	OPTION
☐	New opportunity
☐	Compensation or benefits
☐	Career growth
☐	Manager relationship
☐	Team or culture
☐	Workload or schedule
☐	Location or commute
☐	Personal or family reasons
☐	Retirement
☐	End of assignment
☐	Other: _____



What most influenced your decision to leave?

Did the role match your expectations and job description? What changed?

Did you have the tools, information, training, and support needed to succeed?

2. Experience ratings

AREA	EXCELLENT	GOOD	FAIR	POOR	COMMENTS
Manager support	[]	[]	[]	[]	
Team communication	[]	[]	[]	[]	
Recognition	[]	[]	[]	[]	
Training	[]	[]	[]	[]	
Growth opportunity	[]	[]	[]	[]	
Workload	[]	[]	[]	[]	
Overall job satisfaction	[]	[]	[]	[]	

What should the organization continue doing?

What should the organization improve?

Are there handoff, customer, access, equipment, or records items requiring follow-up?

Would you recommend the organization as a place to work? Why or why not?



3. Internal follow-up (do not complete during the interview)

ACTION	OWNER	DUE DATE	COMPLETE
Knowledge transfer			[]
Equipment / property return			[]
Access removal			[]
Final pay / benefits communication			[]
Trend or concern escalation			[]

Use notes

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