

Termination Exit Interview and Checklist



Employee Name: _____ Date: _____
____/____/____

Department: _____ Position: _____

Supervisor: _____ Emp. Dates: ____/____/____ to ____/____/____

Employee has been informed of the following:

- Solicitations of customers (if applicable)
- Removing company documents
- Confidentiality obligations (if applicable)
- Restrictions on solicitations of employees (if applicable)
- Customer lists
- Other: _____

The employee has returned the following:

- Keys
- Company equipment (computer, cell phone. Etc)
- Laptop
- Cell phone
- Other: _____
- Company credit card N/A
- Company documents
- ID card
- Uniform N/A

We would appreciate it if you would take a few minutes to respond to the

following questions. All answers will be held in strict confidence.

Why are you leaving the company

Would you consider coming back to work here? Why or why not?

Do you feel you were compensated fairly for the work you did?

Do you feel that management recognized your accomplishments?

Do you feel you were given adequate training?

Did you have the necessary technology tools and equipment to perform your position?

Yes No (if no – what could be improved?)

Were you content with your working conditions? If not, what could have been improved?

How could the company be a better place to work?

Interviewer's signature: _____ Date:
____/____/____