*\*\*BLUE TEXT SHOULD BE REMOVED BEFORE ISSUE\*\**

***Exit Questionnaire***

*An exit interview is an informal meeting that’s offered to an employee who’s decided to leave your business of their own accord. Ideally, they should be conducted at least several days before an employee leaves your employment. A line manager or their management style is one of the main reasons given for why employees decide to leave job roles. So, either get another manager or a director to conduct the process.*

It is both unfortunate and expensive when an employee decides to leave the Company. It is also important that we find out the reason why so that we can try to avoid losing staff in the future. Once an employee has resigned, they are more likely to give an honest input, which is invaluable to the Company. We would therefore ask you to complete the following exit questionnaire and then return it to .................................. *(insert name of contact).*

With your permission, selected information gained from this questionnaire will be discussed with your line manager. The aim of this is to ensure that any problems or issues can be discussed and resolved before you leave.

It also means that if we discover you are leaving as a direct result of perceived problems or issues of which we were previously unaware, the Company can try to resolve these to the mutual satisfaction of all parties.

A copy of this questionnaire will also be placed on your personnel file.

Thank you for your comments.

|  |
| --- |
| Are you moving to start a new job? YES/NO\**(\*Delete as appropriate)*If so, who is your new employer and where is your new job located? |
| What made you decide to leave the Company? |
| Is there anything the Company could have done to make you stay? |
| Have you generally been happy during your time with the Company? |
| What did you like most about your job and why? |
| What did you like least about your job and why? |
| Were your job duties and responsibilities clearly defined? |
| How did you feel about your workload? |
| What do you think you have you gained from your time with the Company? |
| Were you given sufficient opportunities for training and development? If not, what more did you need? |
| Did you feel that your health and safety at work was provided for? |
| What do you think is good about the Company? |
| What could the Company improve on, both generally and in terms of your particular job? |
| How do you feel about the pay and benefits package provided by the Company? |
| How would you describe your working relationship with your line manager? For example, did they show fair treatment, make you feel your contribution was valuable, provide encouragement and help where necessary, give praise for work well done and listen to your suggestions? |
| How would you describe the level of staff morale in your department? |
| Please add any other comments you wish to make. You may wish to comment on your place of work, the people you work with or the job that you do. |
| Do you have any objection to this questionnaire being discussed with your line manager? YES/NO\**(\*Delete as appropriate)*  |
| Do you explicitly consent to the Company providing written and/or verbal references about you that may be requested in the future by third party employers?YES/NO\**(\*Delete as appropriate)* Please note that you have a genuine choice as to whether you wish the Company to provide a reference about you. A reference may include information related to (but not necessarily limited to): your job title and job duties, dates of employment, reasons for leaving, final salary, competence, attitude, ability to manage workload and work without supervision, honesty, attendance record, timekeeping record, relations with colleagues and clients, disciplinary record, performance management record, grievances raised and days and instances of sickness absence.Please also note that, if you do consent, you still have the right to withdraw your consent at any time and you may do this by sending an email or other written communication to the Company’s [data protection officer] [data compliance manager]. They can be contacted as follows: ……… *(insert their name and contact details, including email address, telephone number and postal address).* |

Name: ......................................... *(insert name of employee)*

Signed: ........................................

Date: ............................................