Ashford Business Services Ltd

Exit Interview Form

Learning from departures: reasons for leaving, experience of the role and manager, and suggestions, recorded consistently.

Departure details Employee: _____ **Role:** _____

Department: _____ **Manager:** _____

Interviewer: _____ **Start date:** _____

Last working day: _____ **Notice period served:** _____

Leaving category: Resignation / end of fixed-term contract / retirement / redundancy

Final pay explained: _____ **Unused leave:** _____

Equipment return date: _____ **Reasons for leaving** Pay Career growth

Manager relationship Workload

Working hours or location Workplace culture

Personal reasons

Main reason, in the employee's words: _____ **Single event that tipped the decision:** _____

New employer (only if volunteered): _____ **Role and manager feedback**

Duties clear?: _____ **Feedback and recognition received?:** _____

Manager support for development?: _____ **Would work for this manager again?:** _____

One change that would have made them stay (verbatim): _____ **Workplace experience**

Area	Rating 1–5	Comments
Tools and equipment		
Workload		
Pay and promotion fairness		
Feeling safe raising concerns		

Suggestions and follow-up

Suggestion	Owner	Due

Completion checklist Departure details, final pay, and equipment return are confirmed.

Reasons and feedback are recorded in the employee's words with examples.

Follow-up actions have owners and dates, and themes go to the quarterly summary.

Document: Exit Interview Form Prepared by: _____

Owner: _____ **Version: 2.0 (redesign wave 1)**

Date: _____ **Review date:** _____