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| **Exit Interview Template** |
| Employee Name: Click or tap here to enter text. | Title: Click or tap here to enter text. |
| Reporting to: Click or tap here to enter text. | Title: Click or tap here to enter text. |
| Interview Date: Click or tap here to enter text. | Exit Date: Click or tap here to enter text. |
| Length of Service: Click or tap here to enter text. |  |
| Why are you leaving your current role?  |
| [ ]  Compensation[ ]  Better role[ ]  Conflict with colleague[ ]  Travel requirements[ ]  Distance travelled to work[ ]  Lack of opportunity[ ]  Lack of promotional opportunities | [ ]  Culture[ ]  Lack of training[ ]  To return to study[ ]  Moving interstate/overseas[ ]  Headhunted[ ]  Other, please specify?  |
| **What did you like the most about your job?** |
| Click or tap here to enter text. |
| **What did you dislike the most about your job?** |
| Click or tap here to enter text. |
| **How would you describe your relationship with your manager?** |
| Click or tap here to enter text. |
| **What key skills should we be looking for in your replacement?** |
| Click or tap here to enter text. |
| **(Add custom question here)** |
| Click or tap here to enter text. |