



Name	Department
Job Title	
Line Manager	Leaving Date
Reason for leaving	
Verbal resignation date	Letter received date
¥	
When did you first look for another job?	
1. Pay	Indicate major factor
2.Work Content	Indicate major factor
2 Working Conditions	Indicate major factor
3.Working Conditions	Indicate major factor
4.Working Relationships	Indicate major factor
4. Working Actacionships	
5.Career Prospects	Indicate major factor
6.Training/induction	Indicate major factor
	~

Other comments and details of position going to	
	_
	_
Confirmation of exit interview	
This member of staff has been given a	an exit interview on
Conducted by	
Position	Date