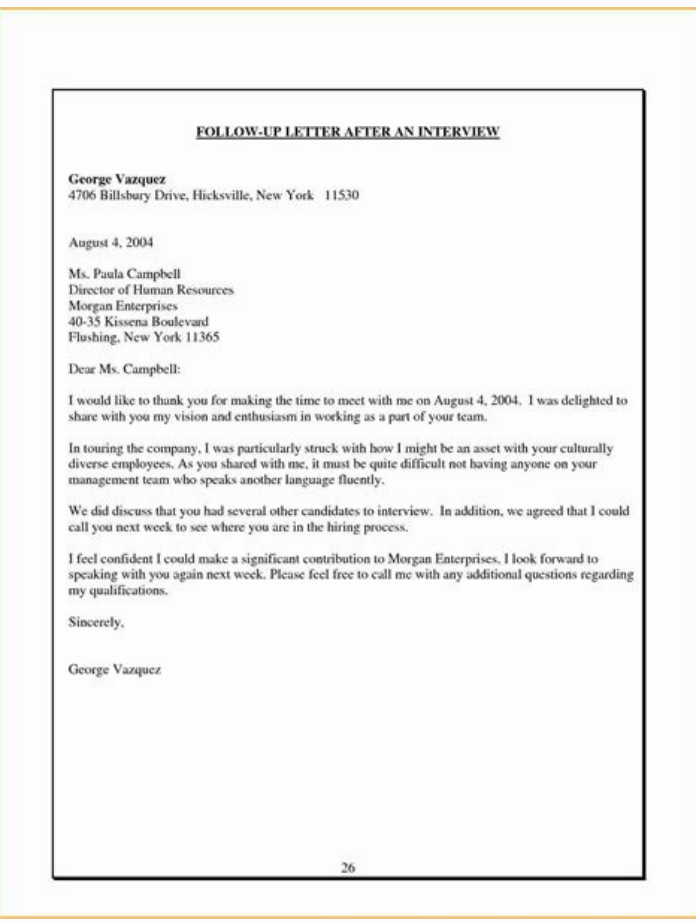


I'm not robot!



Free Exit Interview Template

Below is an exit interview template. Feel free to customize it to your company! You could use this template while doing an exit interview verbally, by email, or by phone.

Name _____
Start Date _____
Department _____
Leaving Date _____
Position _____
Manager _____

What prompted you to seek new employment? (Check as many as needed)
 Type of Work
 Compensation
 Lack of Recognition
 Company Culture
 Business Direction
 Quality of Supervision
 Work Conditions
 Family Circumstances
 New Job Opportunity
 Other _____

Before making your decision to leave, did you discuss your above issues with management?
 Yes No
What do you think of your supervisor? Please provide professional, critical feedback.

How would you describe the culture and morale at the company as a whole?

North Avenue,

New York,

16th Jan 20XX

Respected Sir

I am writing to you for expressing my gratitude towards Star Enterprises for finding me suitable as per their requirement for the post of Admin Executive and giving me the opportunity to appear for the interview. I would especially like to thank you for finding time and taking me through the list of job responsibilities and discussing what is expected out of a candidate seeking this position.

The interview round conducted by you was indeed a great experience. I feel much more confident after the interview rounds conducted by you and your fellow colleagues and believe that I would be able to handle this position efficiently.

I am really looking forward to working with you, hope to get a positive response from your end.

Regards,

Mary Swift

HUTTO INDEPENDENT SCHOOL DISTRICT

EXIT INTERVIEW FORM

Directions: This form is to be completed by the employee and the employee's supervisor. A copy should be made and retained by the supervising administrator. After concluding the exit interview with his supervisor, the employee should schedule an appointment with the benefits specialist in HR and bring the exit interview form with him when he attends the appointment.

Name: _____

Job Title: _____

Campus/Dept: _____ Dates Worked: _____ to _____
From To

Forwarding Address: _____

E-mail (non ISD) _____

Phone Number: _____

- Checkout Procedures: Where applicable, review and discuss the following items:
Keys District property Door badge and ID
Books Equipment
Benefits Other: _____

Comments: _____

I have been advised Human Resources is not aware of all items needing to be turned in. HISD will hold my final paycheck until verified with campus administrator that all items have been returned. _____ initial

Signature of Administrator _____ Date _____

Signature of Employee _____ Date _____

Signature of HR personnel _____ Date _____

Sample exit interview invitation email. How to write an exit interview email. Exit interview invitation email template. Exit interview survey email template. What should I say during exit interview. Employee exit interview email template. What to say in an exit interview.

The exit interview is for you, but it's also for your organization and for those who come after you. Make your voice heard and help implement change, even if you won't be around to see it in action. By Caeleen Kehayas Holden The exit interview was my chance to make sure that nobody ever felt as badly as I did in this workplace. When you're ready to be finished with a bad job, especially one that is toxic, you want to hit the road. You don't want to sit through an exit interview. In this particular situation (only six weeks on the job!) I knew it was time to quit—effective immediately—and I knew I had to get an exit interview. I never wanted anybody else to ever feel as badly as I felt over the last month and a half. It's time for your exit interview. Whether you loved your tenure at this particular company or you're leaving a toxic workplace, this is an incredibly important interview for you, your interviewer, and so many others who won't be in the room. What's more? You are likely walking into your exit interview with the confidence of someone who made a decision to launch, change, or reevaluate your career—for you. Let's jump into the exit interview. So, you've tracked your way to your next job and the next phase of your career. You've put in your two weeks' notice, you've written a resignation letter, and you're basically ready to spit-shine your desk—and move on. So, why do you have to hole up with HR for what seems like another useless meeting? We know you're ready to hightail it out of there. Even if you love your job and you're moving on for other reasons, you probably want to have your "Goodbye Employee" cake and go. The exit interview exists as a formal process to complete paperwork, hand over any company property, and generally tie up any loose ends. Yes, you're going to have to give that ID with the horrible photo back on your last day. However, it's essential to look at your exit interview as more than a formality. The exit interview is a unique opportunity for someone who is leaving an organization or company. Think of it this way: you've spent time at the organization, you've learned a ton (for better or worse), and you're moving on. You hold perspectives, opinions, and information that is going to be so valuable for the company moving forward. Use it. According to a study by Harvard Business Review, nearly 75 percent of organizations conduct employee exit interviews. Of those companies, 70.9 percent have their HR departments handle the process while 19 percent have the employee's direct manager conduct the interview. Depending on the nature of your departure, there may be a huge difference between having a Human Resources manager conduct your exit interview and having your boss conduct the interview. We created two email templates for you. One is for the employee who hasn't been offered an exit interview at all. The other exit interview template is for the employee who has been offered an exit interview, but who is deeply concerned with the person who is conducting the interview. Dear [NAME], I have submitted my resignation letter to [MANAGER] and [SUPERVISOR] and my employment at [ORGANIZATION] will be over effective [DATE]. I am reaching out to you because I would like to schedule an exit interview to serve [ORGANIZATION] in the future. Specifically, I believe that I have insights that could serve [ORGANIZATION], my department, and my successor in [JOB ROLE]. I would prefer for my exit interview to be conducted by [PERSON or PEOPLE]. Please let me know if this is a possibility before my last day, [DATE]. Thank you for your time, Regards, [NAME] Dear [NAME], I have submitted my resignation letter to [MANAGER] and [SUPERVISOR] and my employment at [ORGANIZATION] will be over effective [DATE]. I am reaching out to you because my exit interview has been scheduled for [DATE] with [PERSON]. I believe it would be extremely beneficial if my exit interview were conducted by [PERSON] because [REASON - (ie. "we worked closely together on many projects," "I can offer higher-level improvements," "they have a great working knowledge of my time here"). Please let me know if this is a possibility before my last day, [DATE]. Thank you for your time, Regards, [NAME] Let's reframe the exit interview as an opportunity rather than a final duty at your workplace. Exit interviews are important because they allow someone to give meaningful feedback, typically to HR, that can be used to make serious improvements. No matter how jaded you might feel in leaving your job, it's important to communicate what worked, what didn't work, and what could be done better. Perhaps some input you have given in the past has been foolishly overlooked. The exit interview is a great opportunity for you to say, "Hey, I am out of here, but I really do think you should make these improvements to see success." Additionally, exit interviews are your chance to improve working conditions for those employed at the organization and for those who will come after you. Make your lasting effect. Last but not least, the exit interview is your time to leave your "last impression" on your organization. Use it to summarize the work you did, what you loved about your job, what you learned, some things you wish you could have learned, and generally positive outcomes. We're not always leaving jobs because they were bad. Sometimes, it's an amicable breakup. In amicable breakups, it's always nice to say something positive. Right? When we have a "what not to do" section before the what to do section, pay attention. It can be incredibly tempting to use your exit interview as a full-on vent session. It's therapeutic to finally say what you've wanted to say about your horrible boss or the ugly work-life balance, but try not to vent. We love this advice from Forbes on creating a pre-interview vent session to get all of the poison out beforehand. A career coach explains that she directed her client to write a "no-holds-barred resignation letter" before her interview at a particularly toxic company. It's sort of like the opposite of writing a gratitude letter, but definitely as (if not more) therapeutic. Instead of unloading her grievances at the exit interview, she was allowed to gather her thoughts on paper and present them rationally—with clarity. The exit interview is also not an opportunity for you to take out all of your soon-to-be-ex-coworkers. But let us explain this one because it can be nuanced. If you've witnessed coworkers engaging in unlawful or abusive behavior, you likely should have already reported this. If you have, then you may reiterate that this toxicity still exists. From there, it's up to HR and leadership to root out. Don't use your exit interview as target practice for all your sworn enemies. If you believe there is a toxic situation, you may express that. We know, you're pissed and you're ready to pull an iconic move a la Scarface in Half-Baked, but you don't want to burn bridges. Even if you want nothing to do with this organization, even if this job was so short-lived you won't be adding it to your resume, even if you want to forget everything that happened while you were here, have the exit interview—and try to keep it positive. "Keeping it positive" simply means gathering your head and detailing how things could be improved. You're likely leaving behind a coworker or two whom you have grown to love like a dear friend. This is your chance to at least try to make their experience better going forward. A rule of thumb here is imagining "what could be" rather than "what currently is." Instead of statements like, "I hated how the leadership micromanaged me," try something like, "There is a great deal of talent on this team that could work well with more freedom from leadership's task management." Here are a few things to consider when preparing for your exit interview. First, let your interviewer know why you're leaving. Try to keep it "positive" or at least not overtly negative. Rather than saying, "I hate my boss," try "I'm moving on to an organization that better fits my aspirations." Why I'm leaving [ORGANIZATION]:1.2.3. Next, detail a few things you learned in your role at the organization. This can include hard skills, time management hacks, or even company culture details that served you well. Valuable skills or lessons I've learned at [ORGANIZATION]:1.2.3.4.5. Here, you'll say something nice. Even if you find it really, really difficult to do so. Things about [ORGANIZATION] that are impressive: 1.2.3. In this section, detail where you think the organization could improve its operations. Maybe it's restructuring leadership, providing more resources for employees, or allowing for a better work-life balance. Things that I think [ORGANIZATION] could improve in the future: 1.2.3. This is the most important thing we think you can do in your exit interview. Use this section to highlight someone who impacted you directly—and why. This can really help an employee who might be otherwise overlooked. A current employee I'd like to highlight and why:NAME:REASON: You've got this. You're almost out of the door. Use this chance to make your voice heard, to remind them why they hired you in the first place, and to leave your soon-to-be former organization with a great last impression of you. Phone interviews are the first step to getting that job. Learn the best tricks to ace your phone interview, including common phone interview questions. If you're about to interview for that law firm job, be ready for these hard-hitting law firm interview questions! Here's how to disseminate your personal career story—and how to share it with hiring managers, future connections, and future clients. Cold emailing for jobs is something every human hates, but it's often a necessity. The trick is doing it the right way. We took some tricks on cold emailing from salespeople and marketers to try to sell our talents to prospective employers. Ever wondered what sort of impact your resume might have if it were in Comic Sans? We are profiling the best font for a resume and some of the worst resume fonts. LinkedIn is a behemoth of a tool—so much so that it can be difficult to navigate all of the features, tricks, and hacks it has to offer. Make sure you have the best LinkedIn cover photo and much, much more. The next time an interviewer asks you to describe a challenge or conflict you overcame, be prepared with a stellar answer. Here's how to prepare your interview answer. You got the job offer, but you don't really want it. Here's how to politely decline a job offer that doesn't fit. We thought everyone knew no take-backsies! What to do when your job offer is withdrawn after a long job search. © 2022 Career Contessa. All Rights Reserved

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