

TEAM MEMBER EXIT INTERVIEW FORM

It is both regrettable and potentially expensive when an employee decides to leave the Company. It is therefore essential that we find out the reason why, if we are going to avoid losing good people in the future. Once an individual decides to leave, they are likely to give a frank and honest input which is invaluable to the Company in identifying why people leave and giving ideas which can be implemented to change the Company for the better. We would therefore ask you to complete the following questionnaire and return it promptly to your manager who will forward a copy to the HR Department.

With your permission, the information gained from this completed questionnaire will be discussed with the management of the Company. The aim of this is to ensure that any problem 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 of which we were previously unaware, the Company can try to resolve these to the mutual satisfaction of all parties before you leave. A copy of this questionnaire will be retained by HR Department and also be placed on your personnel file.

Name	
Job Title	
Home / Location/ Department	
Positive aspects of employee's time at Hotel as stated by Employee	
Negative aspects of employee's time at Hotel as stated by Employee	
Things that could be improved as stated by the Employee	
Date of joining	
Date of leaving	
Reason for leaving given by the Employee/ Any other comments from Employee	

Insert Company Name

Future Employer Name & Address	
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Employee's Signature		Print Name	
Job Title		Date	
Manager's Signature		Print Name	
Job Title		Date	
Corporate Signature		Date	

When completed please return to Corporate Leadership, for retention on HR File/Exit Interviews File