

Exit Interview

Employee Name

Termination Date

Employee ID #

Eligible for Rehire Yes No

Job Title

Location

Reason for Termination

Voluntary

Involuntary

- Another Position
- Personal Reasons
- Relocation
- Retirement
- Return to School
- Other

- Attendance
- Violation of Company Policy
- Lay Off
- Reorganization
- Position Eliminated
- Other

Employee Comments :

Interviewer

Comments:

Employee's Signature **Date**

Witness's Signature **Date**

Interviewer's Signature **Date**

If Employee refuse to sign this form, the witness will sign and make it valid.