

Employee Exit Interview Form

Employee Name: _____

Date of Commencement: _____

Position: _____

Date of Termination: _____

Supervisor: _____

Why are you leaving?

Did you enjoy working here? Why?

Did you learn different skills while working with QAHC? What were they?

What did you like about working here?

What did you dislike about working here?

What suggestions would you make to improve QAHC?

QAHC Property

- Keys Signed: _____ Supervisor: _____
- Mobile Phone Signed: _____ Supervisor: _____
- Manuals, Files, etc. Signed: _____ Supervisor: _____

Closing Procedures

- I have unsubscribed my QAHC email address from all list servers
- My forwarding email address is: _____
- My forwarding postal address is: _____

Supervisor

- Name and code has been removed from Security list

Employee signature: _____

Date: _____

Supervisor signature: _____

Date: _____