

# 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?

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What suggestions would you make to improve QAHC?

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**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: \_\_\_\_\_