



## EXIT INTERVIEW REPORT

Name of Outgoing Person: \_\_\_\_\_

Current Designation: \_\_\_\_\_ Designation while joining: \_\_\_\_\_

Department: \_\_\_\_\_ Institution: \_\_\_\_\_

Date of Joining: \_\_\_\_\_ Date of Resignation: \_\_\_\_\_

## QUESTIONNAIRE

➤ Why he/she wants to leave the job? \_\_\_\_\_

➤ Remarks by the senior whether he /she should be retained or not?

\_\_\_\_\_  
\_\_\_\_\_

➤ Name of person who will handle his /her work /responsibilities:

\_\_\_\_\_

➤ After his/her departure do we need to refill the same post or can we managed with present staff?

\_\_\_\_\_

➤ Modalities to fill up the position and the time period :

\_\_\_\_\_

➤ Remarks : \_\_\_\_\_

\_\_\_\_\_

➤ Exit Interview conducted by :

1) \_\_\_\_\_  
Name Signature Date

2) \_\_\_\_\_  
Name Signature Date