



**EXIT INTERVIEW QUESTIONNAIRE**

Employee Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Date of Joining: \_\_\_\_\_ Date of Leaving: \_\_\_\_\_

Designation: \_\_\_\_\_ Program Location: \_\_\_\_\_

Reporting Manager: \_\_\_\_\_

1. At approximately what point in time did you begin making your decision to resign?

- 6-9 months ago
- 1-2 months ago
- 3-5 months ago
- other \_\_\_\_\_

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2. Please indicate reason(s) below, which contributed to your decision to resign from your current position?

- Salary
- Job Advancement
- Personal
- Relocation
- Health Issues
- Others – (please explain) \_\_\_\_\_

3. Was there a specific event of issue that prompted your resignation?

Yes  No

If yes, please briefly explain:

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If yes, did you discuss this matter with your supervisor/manager?

Yes  No

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On a scale of 1 to 5, with “1” being poor and “5” being outstanding, please rate the following:

4. Quality of training received for your position(s) at TLC DigiTech PvtLtd.

1  2  3  4  5

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5. Working relationship with your current supervisor.

1  2  3  4  5

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6. Working relationship with fellow employees.

1  2  3  4  5

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7. How would you rate your workload based on your key responsibility area?

1  2  3  4  5

8. Overall job satisfaction.

1  2  3  4  5

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9. Based upon your experiences here, would you recommend TLC DigiTech Pvt. Ltd. to your friends, relatives, etc.?

Yes  No

If no, please briefly explain:

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10. Would you like to associate again with TLC DigiTech Pvt Ltd should there be an opportunity in the coming future?  Yes  No

If no, please briefly explain:

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Additional comments, if any:

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Exit interview conducted by: HR Dept. \_\_\_\_\_, Operations Dept. \_\_\_\_\_

Date/Time: \_\_\_\_\_

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