

# RESIGNED EMPLOYEE INTERVIEW

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**Format No.:**

Employee Name:

Employee ID:

Termination / Left Date:

Job Code:

Designation:

Department:

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Reason for resigned / Termination

- Personal Reason
  - Retirement
  - Relocation
  - Violated company Rules
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General Questionnaires:

1. What is the main reason for leaving?
  
  2. Is there any process? Working environment is disturbing your work?
  
  3. What did you find most satisfying about your job?
  
  4. What did you find most irritating about your job?
  
  5. Would you like to return this company?
  
  6. What can do the company to prevent you from leaving?
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Employee Comments:

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Interviewer Notes:

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Employee Signature:

Interviewer Signature: