

FEEDBACK FROM LEAVERS

Name: _____ Employee ID: _____

Department: _____ Division: _____

Line Manager: _____ Start Date: _____

We would like to know the reasons why you are leaving the company. The following information will be kept in strictest confidence.

What factor was the most significant in your decision to leave this employment?

We would welcome any comments you may have on the following areas. Please tell us if you feel we can improve in them in any way. If you feel that any of these areas contributed to your decision to leave then we would like to know.

1. Pay or other terms and conditions:

2. Career prospects:

3. Training:

4. Job responsibilities

5. Working Conditions / Facilities / Amenities

6. Management / Supervision

7. Any Other Factor

Signed: _____ Date: _____