

HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

Employee Exit Information

FORMS

[Exit Questionnaire](#)

Questionnaire for completion by the employee to help collate information on the reasons for leaving the organisation

[Exit Interview Questions](#)

Exit interview questions to be completed during the exit interview with the employee

SAMPLE WORDING

[Exit Questionnaire Cover Letter](#)

Wording for letter to employee completing an exit questionnaire

[Exit Interview Cover Letter](#)

Wording for letter to employee advising of an exit interview

FLOW CHARTS

[Exit Monitoring Flowcharts](#)

Showing the cycle and possible outcomes of the exit monitoring process

