



Exit Interview

Employee Name: _____ Start Date: _____
 Job Title: _____ Termination Date: _____
 Client Name: _____ Supervisor: _____

Reason for Termination Involuntary	Voluntary
Lay Off	Personal Reasons
Position Eliminated	Took Another Position
Attendance	Retirement
Reorganization	Relocating
Violation of Company Policy	Returning to School
Other:	Other:

Questionnaire:

What is your primary reason for leaving? If multiple, please specify.

***If resignation, please attach resignation letter (MUST):**

Areas of opportunity of improvement for the Associate?

Area of opportunity of improvement for Corporate Temps?