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|  | **Sample Exit Interview Form**  Revised: 01/10/2022 |

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| **EMPLOYEE INFORMATION** | | | |
| NAME: |  | PERSONNEL #: |  |
| POSITION TITLE: |  | POSITION #: |  |
| EFFECTIVE DATE OF RESIGNATION: |  | LAST DAY WORKED: |  |
| **REASON FOR RESIGNATION**  **Please indicate your primary reason for leaving this job.** | | | |
| RESIGN – WORK RELATED   * Lack of promotional opportunities * Lack of training * Work not interesting * Relationship with fellow employees * Relationship with supervisors * Excessive work * Insufficient work * Physical conditions of work | | RESIGN – PERSONAL   * Health reasons * Maternity/Paternity * Marriage * Moving to Another Area * Transportation * Home Responsibilities * Business Responsibilities | |
| RESIGN- PAY REASONS | | RESIGN – SHIFT/LOCALE/HOUSING | |
| RESIGN – BETTER JOB/OTHER INDUSTRY | | RESIGN – PENDING DISCIPLINARY ACTION | |
| RESIGN – MILITARY | | RESIGN – TO ATTEND SCHOOL | |
| RESIGN – INSUFFICIENT TELEWORK | | RESIGN – NO TELEWORK OPTION | |
| RESIGN – REASON NOT STATED | | RETIREMENT | |
| TRANSFER TO ANOTHER LA GOV AGENCY   * Agency Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Appointment Type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | TRANSFER TO NON-LA GOV AGENCY   * Agency Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Appointment Type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **COMMENTS/REMARKS** | | | |
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