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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
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| [ ]  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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **COMMENTS/REMARKS** |
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