

# Employee Exit Interview

To Use When an Employee Will No Longer Be Working For You

## 1. Personnel Data

Employee Name: \_\_\_\_\_

Managing Party (POA): \_\_\_\_\_

## 2. Reason for Job Separation

Terminated/Let Go (fired)

Last Date of Work: \_\_\_\_\_

State Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach any additional documentation, if any.

**OR**

Resigned (quit). (Voluntarily resigned.)

State Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach any additional documentation, if any.

What was your Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Did the employee give you advance notice they were going to quit:

\_\_\_ Yes \_\_\_ No

If Yes, Date Notice was given: \_\_\_\_\_

\*Last date of work? \_\_\_\_\_

**Other** (example: Lay-off due to over-utilization  
Or Services/MA was Suspended)

State Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any additional documentation that supports your answers?

\_\_\_ Yes \_\_\_ No

If Yes, please describe and mail, fax or email them to Human Resources  
[HR@yourfse.com](mailto:HR@yourfse.com), Toll Free Fax: 1-888-400-3238, or mail to PO Box  
6128, Saint Cloud, MN 56302.

\_\_\_\_\_  
Common Law Employer (Service Recipient/Managing Party)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date