

**Exit Interview**

Leaver:

Interview conducted by:

Date:

Reason for leaving: Resignation/End of Contract

Destination on leaving:

Last working day:

Comments:

**To be completed by manager**

*Please remember to remind the individual to return any keys, equipment, staff card/visitor card etc.*

Confirm individual's home address for end of employment form:

Check if individual plans to access their Pension (this information is required)

YES/NO/MAYBE

Signed (employee) .....

Signed (manager) .....

**Please return the signed and completed form to InfHR as soon as possible**