



## Tool 7

# Exit Survey Template

### **Purpose**

The purpose of this tool is to identify the reasons for employee resignation, including those prompted by pregnancy and/or childcare responsibilities. Though the survey is not gender-specific, the information generated by the tool will be useful to help organizations detect whether there are differences in the reasons male and female employees resign and provide invaluable insights into how employee attrition can be reduced.

### **Implementation**

The HR Department will be responsible for the implementation of this tool in accordance with the existing administration practices at the organization. HR should periodically share the data generated from this tool with other relevant departments, task groups and committees.

The Survey itself has been designed to be voluntarily and anonymously filled out by employees who resign and may not apply to employees who have retired or been terminated. Every opportunity should be utilized to communicate to the resigning employees that they will not be personally identifiable from their responses and any data analysis will only happen at the aggregate level.

# Exit Survey Template

## Instructions:

We understand that you have formally offered your resignation, and wish you the best in your future endeavors. Our company would highly appreciate understanding why you've chosen to leave, and requests that you voluntarily fill out this exit survey. All answers will remain anonymous, and data analysis will happen only at the aggregate level. Whether to fill out and return the survey is your decision, but your participation can help us improve our company and is highly valued.

## Gender:

Female    Male    Other    I don't want to specify

## Age:

Under 30    30 – 50    50 – 60    Above 60

### 1. What is the reason for your resignation? (Choose all that apply)

- Found another position elsewhere
- Eldercare responsibilities
- Lack of culture of teamwork and cooperation
- Health Reasons
- Childcare Responsibilities
- Changing careers
- Lack of growth opportunities
- Pursuing new degree / certification
- Lack of Recognition/Appreciation

- Relocation Out of Area
- Inadequate compensations and benefits
- Retirement
- Quality of Supervision/Management
- Others: Please Clarify \_\_\_\_\_

**2. Did you have all the tools and resources you needed to effectively do your job?**

- |                                     |                              |                             |
|-------------------------------------|------------------------------|-----------------------------|
| Computer and other office equipment | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Comfortable work environment        | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Hygienic Sanitation facilities      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Lactation room                      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**3. What suggestions do you have for the company? How could we improve?  
(Check all that apply or rank in order of importance)**

- Competitive compensation and benefits
- More flexible work hours
- More opportunities for trainings and personal development
- Better communication between management and employees
- More support for working parents
- More opportunities for career growth and internal advancement
- More inclusive and equitable workplace culture
- Other: Please clarify \_\_\_\_\_

**4. Would you consider coming back to work here in the future?**

YES

No

Maybe

If you answered Yes or Maybe, what type of position/work would you be interested in?

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**5. Is there anything else you would like to share with us?**

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