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| **Resignation Interview Form** |
|  **Date\*：** |
| **Filled by\*** |  | **Department \*** |  |
| **Resignee \*** |  | **Department \*** |  |
| **Job Title \*** |  | **Manager \*** |  |
| **Employment date\*** |  | **Resignation Date \*** |  |
| **Interviewer \*** |  | **Interview Date \*** |  |
| **Resignation Reason \*** | **□ Interest Mismatch □ Compensation & Benefits □ Working Environment****□ Management Factors □ Education / Entrepreneurship □ Family Factors****□ Other:** |
| **Job Satisfaction** | **Satisfaction Level**  | **Comments** |
| **Job Challenges** | **□ Very Satisfied □ Satisfied □ Neutral****□ Little Dissatisfied □ Very Dissatisfied** |  |
| **Work Pressure** | **□ Very Satisfied □ Satisfied □ Neutral****□ Little Dissatisfied □ Very Dissatisfied** |  |
| **Work Efficiency** | **□ Very Satisfied □ Satisfied □ Neutral****□ Little Dissatisfied □ Very Dissatisfied** |  |
| **Work Processes** | **□ Very Satisfied □ Satisfied □ Neutral****□ Little Dissatisfied □ Very Dissatisfied** |  |
| **Compensation & Benefits** | **Satisfaction Level** | **Comments** |
| **Salary** | **□ Very Satisfied □ Satisfied □ Neutral****□ Little Dissatisfied □ Very Dissatisfied** |  |
| **Salary Raise** | **□ Very Satisfied □ Satisfied □ Neutral****□ Little Dissatisfied □ Very Dissatisfied** |  |
| **Insurance**  | **□ Very Satisfied □ Satisfied □ Neutral****□ Little Dissatisfied □ Very Dissatisfied** |  |
| **Leave & Other Benefits** | **□ Very Satisfied □ Satisfied □ Neutral****□ Little Dissatisfied □ Very Dissatisfied** |  |
| **Management**  | **Satisfaction Level**  | **Comments** |
| **Communication** | **□ Very Satisfied □ Satisfied □ Neutral****□ Little Dissatisfied □ Very Dissatisfied** |  |
| **Management Leadership** | **□ Very Satisfied □ Satisfied □ Neutral****□ Little Dissatisfied □ Very Dissatisfied** |  |
| **Fairness**  | **□ Very Satisfied □ Satisfied □ Neutral****□ Little Dissatisfied □Very Dissatisfied** |  |
| **Education & Training** | **□ Very Satisfied □ Satisfied □ Neutral****□ Little Dissatisfied □ Very Dissatisfied** |  |
| **Employee Development**  | **□ Very Satisfied □ Satisfied □ Neutral****□ Little Dissatisfied □Very Dissatisfied** |  |
| **Future Plans after Leaving the Company** |
| **□ Seeking Other Job Opportunities □ Further Studies □ Assist Family / Household Duties □ Entrepreneurship □ Other：** |
| **Would you recommend the company as a good working environment to your friends? Why?** |
| **If you were to talk to the General Manager about your feelings towards the company, what would you say?** |
| **Interviewer's Comments:** |