

**This policy sets out conditions applicable to conducting exit interviews with employees who leave the business.**

**The full content of the policy is available for download to your shopping cart.**

**Example content:**

*[Insert Company name]* will afford an exit interview to any employee leaving the company. Attendance is not compulsory, however *[Insert Company name]* encourage employees to attend. This provides the employee with an opportunity to provide confidential feedback when resigning from their employment.

SAMPLE