

## Exit Interview

Recently, you left your position with the City of Minneapolis. We wish you well in all of your future personal endeavors. Additionally, we welcome your feedback in that we would like to learn about your experiences working for the City.

The City of Minneapolis is committed to the development and retention of employees. The Exit Interview plays an integral part in understanding why employees choose to leave the organization whether it is due to retirement or to pursue other interests. The purpose of the Exit Interview Survey is to collect information in an effort to identify why employees are leaving and to improve the City's employment practices and work environment.

We request your cooperation in participating in and completing an Exit Interview Survey. If you are interested in participating, please complete the attached Exit Interview Survey. Your completed survey can be mailed back to the Human Resources Department and mailed back in the pre-paid return envelope to the address listed above.

Your honest input and comments are very important to us as an employer so that we can assist in developing a positive work environment. Your responses will be kept confidential and will be used to analyze and identify why employees leave the City. The specific information you provide will not be shared with your former supervisor or department coworkers.

Thank you for your service with the City of Minneapolis and for taking the time to share your thoughts with us through this exit interview process.

If you have any questions or comments regarding the exit interview process, please contact me at 612-673-2282. Thank you.

Sincerely,

Human Resources Business Partner