

DATE:

TO:

FROM: Simon Gonsoulin
Assistant Secretary

SUBJ: EMPLOYEE EXIT SURVEY SYSTEM

As Assistant Secretary of Youth Services, I am committed to continuously examining organizational performance and the causes of employee separations.

Your honest responses during the exit interview and on the exit survey form are extremely important to this agency.

Your feedback provides the department a means of assessing employee satisfaction. Exit survey data, in conjunction with ongoing employee retention survey data, will be used to make improvements in departmental operations as well as employee/management relations.

The information from the interview and the survey will be entered in a computer file, without reference to your name, and the actual paperwork will be destroyed.

Your assistance is greatly appreciated, and I wish you every success in the future.