Employee Turnover Report Template

Company Name: [Insert Company Name]

Date: [Insert Date]

Prepared by: [HR Representative Name]

1. Overview

This report details the employee turnover rate for [Month/Quarter/Year] and highlights key reasons for employee exits.

2. Employee Turnover Data

- Total Employees at Start: [Insert Number]

- New Hires: [Insert Number]

- Employees Who Left: [Insert Number]

- Turnover Rate: [Insert Percentage]

3. Reasons for Turnover

- Resigned: [Percentage]

- Terminated: [Percentage]

- Retirement: [Percentage]

- Other: [Percentage]

4. Recommendations

- [Insert Retention Strategies]

- [Insert Training & Engagement Plans]