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| Employee Attrition Analysis Template |
| Date of Analysis: |
| Period Covered: |
| Total Employees at Start of Period: |
| Total Employees at End of Period: |
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| Attrition Data |
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| Total Employees Who Left: |
| Employee Attrition Rate: |
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| 1.Types of Attrition |
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| Voluntary Attrition: |
| Number of Voluntary Departures: |
| Reasons for Departure (summarized from exit interviews): |
| Involuntary Attrition: |
| Number of Involuntary Departures: |
| Reasons for Departure (summarized from HR feedback): |
| Internal Attrition: |
| Number of Internal Moves: |
| Retirement-based Attrition: |
| Number of Retirements: |
| Demographic-based Attrition: |
| Analysis of attrition by demographics (e.g., department, age group): |
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| 2. Trends and Insights |
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| Monthly/Quarterly Trends: |
| Patterns Noted (e.g., spikes in attrition, specific departments affected): |
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| 3. Recommendations |
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| Key Areas for Improvement: |
| Action Plan to Reduce Attrition: |
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| 4. Follow-up Actions |
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| Next Review Date: |
| Responsible Team/Individual: |

