

## DEPARTING EMPLOYEE CHECKLIST



*Expected turn-around time after submitting with checklist request is no more than 3 days. Turnaround time to fulfill request will begin once a completed checklist has been submitted.*

**DATE:** \_\_\_\_\_

<b>COMPANY NAME</b>	
<b>OFFICE LOCATION</b>	
<b>MAIN CONTACT</b>	
Name of Person Making this Service Request	
Name of person to contact going forward regarding this request	
Contact Phone	
Contact Email	
<b>EMPLOYEE INFORMATION</b>	
Employee Departure Date	
Employee Full Name	
Role/Department	
<b>EMPLOYEE EMAIL</b>	
Block sign in?	
Forward email to?	
Delete <b>OR</b> disable employee email?	
<b>SERVER LOGINS AND DATA ACCESS</b>	
Delete <b>OR</b> Disable Active Directory/Server account	
<b>SPECIAL COMMENTS/NOTES:</b>	