|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **General Information** | | | | | | |
| **Employee’s Name:** | **First:** | | **Last:** | | | |
| **Department:** |  | | **Managers Name:** | |  |
| **End Date and Time:** |  | | **Location:** | |  |
|  | | | | | | |
| **Computer Hardware requirements:** | | | | | | |
| Remote wipe laptop/ desktop(Yes/no) | |  | Laptop/desktop ID# | |  |
| Remote wipe mobile phone (if M365 apps to be removed): | | |  | | | |
|  | | | | | | |
| **Computer software to revoke licence** | | | | | | |
| Telephony No | |  | | Reassign to: |  | |
|  | | | | | | |
| **Email and SharePoint Requirements:** | | | | | | |
| Remove from email groups | |  | | | | |
| Email forwarding to: | |  | | | | |
| Email inbox access to be given to: | |  | | | | |