

EMPLOYEE OFFBOARDING FORM

RESOLVED^{IT}

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Name:

What date with this need to be completed:

User Role:

MANAGED SERVICE PROVIDER TASKS

1. Remove Microsoft 365 account

Turn into shared mailbox and forward to: (manager email account)

2. Remove user from

3. Remove phone license

Route this number to:

4. Remove Adobe license

5. Does Wi-Fi password need to be changed?

6. Remove user from (Web based application #1)

7. Remove user from (Web based application #2)

8. Notify (Vendor #1) to remove user

CUSTOM TASKS

1. Disable door key cards / change door access codes (if applicable)