|  |  |
| --- | --- |
| Name: |  |
| Department: |  |
| Job role: |  |
| Leaving Date : |  |
| Specify what IT equipment the user has. e.g. PC, laptop, mobile phone, personal printer etc. |  |
| If they use a PC will it be reused by another user or is it to be reclaimed? Please detail |  |
| If they have laptop, mobile phone, personal printer etc when will they be returned to IT? |  |
| Does the user have working from home facilities e.g broadband?If so when shall we cancel the service? |  |
|  |  |
| Does the user currently have email? |  |
| Do the emails need to be redirected to anyone? If so please specify to whom and when: |  |
| If not to be redirected when shall we deactivate the email address? |  |
| Any Other Information: |
| Managers name: |  |
| Signature: |