

Terminated Employee Form

****Please enter the information in the blue boxes and attach this form to your helpdesk support request. Thank You!**

Company Name:

Requested By:

Date Requested:

Terminated Employee Information

Employee Name:

Employee Email Address:

Email Alias:

If employee has multiple alias's, please add to notes below.

Date of Termination:

Account Access - please choose one of the following options

Disable: **NOTE:** After 30 days, the account will be deleted.
If account is disabled, no one will have access to it.

Change Password To:
If password is changed, account can still be accessed.

Remove Remote Access?

Yes

No

Remove Mobile Device Access?

Yes

No

Email Options - please choose one of the following options

Forward Emails To: - provide email address

Leave Account Active & Provide access to Account to: - provide email address

Archive Emails to this Folder:

Notes: