

03.10.17 – Client Server Removal Application

To be used when a staff member terminates employment at your organisation.

Business/Organisation Name: _____

Employee Details			
First Name		Last Name	
Location		Department	
Date employment terminated		Date to be removed from server	
Approved By		Date	
Internal Use Only	Email Address		
	Username		
	Password		
	Account Removed By		
	Signed		Date