

NEW LEAVER REQUEST FORM

Date	
Company Name	
Leavers Full Name	
Leavers Email Address	
Leave Date	
Authorised By	
Who would you like the new credentials sent to?	

Who would like to receive future emails sent to this leavers account	
Do you wish to keep the leavers historic emails? If yes, please specify who you would like to access this	
Do you wish to set an out of office message on this account?	
<p style="font-size: small; color: #808080;">e.g. Thank you for your email. I have now left [Insert Company Name] and therefore will be unable to reply. Please direct your emails and any queries to [Delegated User details] Kind Regards [Leaver Name]</p>	

Who needs access to the files and folder saved by the leaver?	
Did this user have remote access? If yes, please specify below	
Did this user have company hardware? If yes, please specify which hardware and when you would like this remotely wiped	

have you already employed the leavers replacement? If yes, please click the link below to fill in a New starter request form	
New user form	

N.B. Please ensure all fields contain accurate information. We will not be held responsible for transposition errors.