Employee check list leave

Employee name:

Employee ID:

1-Reset domain user password & disable it

2-Disable VPN user

3-Reset email password & disable it

4-Check with team lead important data that need to backup it from employee laptop

5-Disable user from attendance system after check with HR

6-If employee has access to any of network devices (firewall, switches, etc..) disable & delete it

Check list reviewed by IT Team,

Employee Manager Sign:

IT Team Sign: