

## Leavers and Movers

When this form is submitted it will automatically revoke access for the employee identified with his/her Employee ID

\* This form will record your name, please fill your name.



1. Is the Employee Leaving or Moving?

☐ Leaving

☐ Moving

2. Employee ID

3. Shared Drives to be removed

4. Shared Mailboxes to be removed

5. Leaving/Moving Date



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Microsoft Forms

