# Employee Termination Procedure Checklist

## Account & Hardware Checklist

- ❑ Active Directory Account
    - ☐ Disable AD Account
    - ☐ Disable UK/JP AD Account
    - ☐ Move User to Disabled Users OU
    - ☐ Remove & Document Distribution/Security Groups
    - ☐ Manager Field cleared (Automated)
    - ☐ Removed protected AD groups (Task to Services)

Name:

_____

Username:

_____

Department:

_____

Manager:

_____

Office:

_____

Phone #:

_____

Computer:

_____

Active Directory Changes:

Additional Notes: