**OFFBOARDING PROCESS**

**Salary employee is terminated.**

**What should I do?**

Fill out the DTE employee termination form and email it to [offboarding@down2earthinc.com](mailto:offboarding@down2earthinc.com)

The form can be found in the Shared Documents Site/HR folder in [SharePoint](https://down2earthinc.sharepoint.com/:b:/s/DownToEarthPortal/EWBjGLnO4tNMiu-Rwc3qIjoBW2oN0rQoYfO6Sdo-gVkQMQ?e=MyOBoH)

**For Internal Purposes only:**

Once form is submitted, the below teams will complete the following tasks:

|  |  |
| --- | --- |
| **IT** | Cancel access to systems and programs. Forward terminated employee’s email if requested |
| **Maitland** | Cancel AMEX, Fuel Card, MVR |
| **HR** | Remove Aspire access |