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| --- | --- | --- | --- | --- |
| **Leaving Date** | Click or tap here to enter text. | | | |
| **Deactivate after this time** | Click or tap here to enter text. | | | |
| **First Name** | Click or tap here to enter text. | **Surname** | Click or tap here to enter text. | |
| **Email Address** | Click or tap here to enter text. | | | |
| **Job Title** | Click or tap here to enter text. | | | |
| **VPN Access to be revoked** | Yes  No | | | |
| **Hardware to be recovered** | None | Laptop  Asset # Click or tap here to enter text. | | Desktop  Asset # Click or tap here to enter text. |
| **REMOVE FROM**  **Shared Mailbox Access 1** | **Mailbox Name**  Click or tap here to enter text. | Read / Manage | | Send as |
| **REMOVE FROM**  **Shared Mailbox Access 2** | **Mailbox Name**  Click or tap here to enter text. | Read / Manage | | Send as |
| **Software Licenses to be recovered** | Adobe Pro  AutoCAD  GraphPad  Visio  ☐ PowerBI Free  ☐ PowerBI Pro | Other software  Please specify | | Click or tap here to enter text. |
| **User(s) who should be given access to archived email** | Click or tap here to enter text. | | | |
| **Additional Notes/Requests**  Click or tap here to enter text. | | | | |

Please share user credentials/direct all communications to [support@pisys.net](mailto:support@pisys.net)