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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 | [ ]  LaptopAsset # Click or tap here to enter text. | [ ]  DesktopAsset # 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 softwarePlease 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