

BERTELSMANN

Leaver Form

Employee Information: (All fields required)		
End Date:	First Name:	Last Name:
Department:		Manager:
Leaver Checklist Items To Be Done		
Out of Office Message Should State:		
Email Account:	Delete Archive	Email Deletion Date:
Email Archive Should Be Transferred To:		Collect cell phone? Yes No
Software Subscriptions To Be Cancelled		Litigation Hold needed? Yes No
Zoom		
Dropbox		
Box.com		
eFax		
GotomyPC		
Special Instructions:		
Requester Signatures		
Requesting Manager Signature:		