



Employee Termination Form

Dear Manager,

If this employee has authorized access to Network, Server or other non-personal IT equipment, call ICS Tech Support at 201-488-1670 immediately to discuss a security plan for changing critical passwords, etc. For all other terminations, please complete this form and fax to ICS Tech Support at 201-880-6410 or email to support@ics-america.com.

Today's Date:

Employer Name:

Employee Name:

Employee Computer Name:

Employee User Name:

Employee Password:

Exact date and time of day to disable employee's account:

Forward company email for this user to the following user:

Employee files to be retained – Please check all that apply

My Documents Folder

Home Drive Contents

Employee E Mail

Other

Where do you want the employee files saved?

Specify the server or workstation name, drive, and folder:

Manager's Printed Name _____

Manager's Signature (not required if form is submitted via email)

Suggestions from ICS:

- 1) Safeguard desktop computer information. DO NOT let the employee work on their PC after termination.
- 2) Do not let employee leave with any removable media such as a thumb/flash drive, CD-R/RW, DVD-R/RW, Floppy, or tape.
- 3) Do not let employee leave with a company laptop.
- 4) Additional items to Remember:

Note to Supervisor

If this is an *involuntary termination*, your goals must be to:

- Reduce legal risks for the firm
- Retain employee's dignity
- Protect firm's reputation
- Minimize disruptions of the normal functioning department

Benefits

- Time / Leave record
- Number of unused vacation days: _____
- Severance pay: \$_____

Counseling

- Continuation of health insurance ([COBRA option](#)) *Direct employee to H.R. Administrator*
- Employment:
- Outplacement services:
- Exit interview schedule appointment

Firm Property (Collect if applicable)

- Cellular Telephone, Beeper
- ID Cards
- Collect/Cancel Corporate credit cards
- Close/collect any Petty Cash accounts
- Telecommunications (cancel)
- Manuals/Texts and other equipment
- Keys Office/ (Change locks if necessary)
- PDA
- Collect outstanding travel allowances
- Forward telephone calls

Notifications to other Offices

- Purchasing
- Controllers Office (stop payroll)
- Clear/change all passwords (notify IT to disable computer access if necessary) including Voicemail, Desktop station.
- Deactivate ID Card
- Cancel signature authority
- Parking Office
- Send a memo to Accounting and Purchasing to remove signature authority
- Notify All Technical Support Providers to discontinue access to systems and services, (i.e. cancel applicable computer access such as software authorizations, network access, security codes, etc.):