

IT Services Leavers Form

This form should be completed electronically by the Practice Manager or Line Manager and submitted via the self-service portal. If you are unable to access the self-service portal please speak to one of our analysts via AVA chatbot - <https://chat.mlcsu-service-desk.cloudcontact.io/>

Name of staff member leaving	
Job Title	
GP Practice/Base Location	
Leaving Date	
Email Address	
On going location if known	

ID Badge to be disabled	Yes		No	
-------------------------	-----	--	----	--

Name of Practice Manager/Line Manager	
Telephone Number	
Email Address	

IT Use Only	
Actioned by	
Date	
Comments	