

Access Revocation Request Form

Initiates removal of system and account access post-offboarding.

01 Employee Information

Employee Name

Employee ID

Department

Last Working Date

Exit Date

02 Access to Revoke

Systems to Revoke

- | | |
|--|--|
| <input type="checkbox"/> Email / Microsoft 365 | <input type="checkbox"/> Slack / Teams |
| <input type="checkbox"/> HR Platform (HRIS) | <input type="checkbox"/> Payroll System |
| <input type="checkbox"/> CRM / Salesforce | <input type="checkbox"/> Cloud Storage (Google Drive / OneDrive) |
| <input type="checkbox"/> VPN / Remote Access | <input type="checkbox"/> Source Code Repositories |
| <input type="checkbox"/> Other | |

Email Account

VPN Access

Cloud Storage

Physical Access

Third-Party Tools

03 Timing

Revocation Date

Immediate Revocation?

Grace Period (if applicable)

04 Authorization

Requested By

Approved By

Completed By

Completion Date

Additional Notes

Declaration & Consent

I confirm that all system and account access for the named employee has been or will be revoked as specified. This includes email, cloud services, VPN, physical access, and any third-party tools. Revocation will be completed by the specified date to ensure data security and compliance. All data will be handled in accordance with Humii's Privacy Policy.

Authorized Signature

Date (DD/MM/YYYY)

Full Name (Print)

Designation