



Metropolitan Government of Nashville and Davidson County
700 President Ronald Reagan Way, Suite 301, PO Box 196300, Nashville, TN
37219-6300 P:615-862-6222 F:615-313-9300 E: metroitshelpdesk@nashville.gov

EMPLOYEE TERMINATION FORM

Submit this form to metroitshelpdesk@nashville.gov

Employee Information

Date of Termination _____

Date Access is to be revoked _____

First Name _____

Middle Name _____

Last Name _____

Employee ID: _____

Employee Phone (work) _____

Extension _____

Employee Type: Employee ☐ Contractor / Vendor ☐ Volunteer ☐ Intern ☐

Termination Type: Retirement ☐ Termination / Resignation ☐

Returning Part-Time ☐ Returning Civilian (Police Only) ☐

Department _____

Division _____

Title _____

Work Address _____

Supervisor _____

ALL ITEMS ON THIS PAGE MUST BE COMPLETED



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Additional Access to Remove

PC/Computer

Does departing employee's computer need to be reimaged? ☐ Yes ☐ No

If yes – Service Tag # _____

Email

Delete Email ☐ Yes ☐ No *If no is selected – complete the following:*

Email Address: _____

Copy email to user (*User name*): _____

Set out of office notification to say: _____

One Drive

Delete One Drive ☐ Yes ☐ No

If No, Copy One Drive to user: _____



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Active Directory / Group Membership

Does this employee have an Admin Account? ☐ Yes ☐ No

Is this employee an owner of an Active Directory Group? ☐ Yes ☐ No

If yes to either answer above, please provide account name or group ownership, if known:

Application Access

Does the user have an ESS Account? ☐ Yes ☐ No

If yes, please provide the ESS User ID: _____

Convert account to pension status ☐

Revoke ESS account access ☐

Physical Security

Please select any access that will need to be removed

☐	Building Access	Location(s)	_____
☐	Badge	Location(s)	_____
☐	Biometric/ Key Pad	Location(s)	_____
☐	Key box	Location(s)	_____
☐	Video Camera	Location(s)	_____

Manager/ HR Signature _____ Date _____

Hiring Manager Printed Name _____

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