**Contractor Termination form**

**This form is to be completed by the manager**

As soon as the contractor’s leaving date is known, please complete and email this form to your Personnel Administrator to terminate from IFS and related systems. As this is a contractor termination, it does **not** require emailing to your Payroll Administrator.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor name:** |  | **Contractor number:** |  |
| **Site name:** |  | **Site number:** |  |
| **Date notified of leaving:** | Click or tap to enter a date. | **Date of leaving:** | Click or tap to enter a date. |

**Reason for Leaving**

There is no requirement to provide a reason for a contractor’s contract being terminated.

Your Personnel Administrator will select ‘Contractor’ as the Reason for Leaving when processing through IFS Leaver Assistant.

**Contractor asset and access rights**

Please use this checklist to complete the **necessary actions** below before / on the contractor’s last day.

Follow the Leavers process on Service Now to remove assets and access rights from that individual.

|  |  |  |
| --- | --- | --- |
| **Asset** | **Returned** | **Comments** |
| Uniform | Yes  No  N/A |  |
| ID Badge | Yes  No  N/A |  |
| Keys | Yes  No  N/A |  |
| Company laptop | Yes  No  N/A |  |
| VPN Access | Yes  No  N/A |  |
| Company mobile | Yes  No  N/A |  |
| Other company assets  Please list: | Yes  No  N/A |  |
| **Access Rights**  If the contractor has an AD account, this is automatically disabled if the contractor status review date passes without the review being completed, if the contract end date passes without extension, or a termination is processed via a termination form submission. | | |

|  |  |  |
| --- | --- | --- |
| **Would you re-engage?** | Yes | No |
| If not, please explain why here: | | |
| Additional comments: | | |
| **Form completed by** (name)**:** |  | |
| **Job title:** |  | |
| **Date completed:** | Click or tap to enter a date. | |