I, [ ], hereby request that the user name(s) for *[insert name, role and department]* be deleted *[from ]* with effect from *[ ]* and that the standard deletion procedure be completed.

Signed:

Date:

Request actioned:

Director

Date:

***Document Owner and Approval***

The IT Manager is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This work instruction was approved by the Manager on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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