



**Employee Termination Form – Phone System**

Employee Name: \_\_\_\_\_

Employee Extension Number: \_\_\_\_\_

\_\_\_\_\_ Change password: \_\_\_\_\_

\_\_\_\_\_ Default Extension (take out of all ring groups)

\_\_\_\_\_ Reset Voicemail Acct

Employee Email address: \_\_\_\_\_

\_\_\_\_\_ Forward Calls: \_\_\_\_\_

\_\_\_\_\_ Mobile Access?

Please provide any additional information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please inform [support@brevall.com](mailto:support@brevall.com) before the employee has been terminated as to have time to protect the network and data.