

LEAVER CHECKLIST

Contoso Legal LLP

Ella Thomas (ella.thomas@contoso.example)



ACCOUNT	SIGN-IN	DATE	DATA COLLECTED
ella.thomas@contoso.example	Allowed	12 Oct 2026	12 Oct 2026, 06:36 UTC

What is still attached to Ella Thomas's account, and what to do about each item before the account is deleted. The licences on it cost £4.90 a month (£58.80 a year).

Before you close this account 5

Done	Area	What's left	What to do
☐	Licence	Microsoft 365 Business Basic (£4.90 a month)	Remove the licence once the mailbox and files below are dealt with.
☐	Mailbox	User mailbox ella.thomas@contoso.example, 26.6 GB	Convert it to a shared mailbox so colleagues can keep using it, then remove the licence. Shared mailboxes under 50 GB need no licence.
☐	Mailbox access	Can open or send from reception@contoso.example	Remove this person's access to that mailbox.
☐	OneDrive	11.6 GB in 50 files	Give their manager access or move what's needed elsewhere. Microsoft deletes the OneDrive some time after the account is deleted (30 days unless the tenant has changed it).
☐	Device	LAPTOP-THOMAS10 (Windows 11 24H2 (10.0.26100.6584))	Collect it, then wipe or retire it in Intune.

Sign-off

Sign below to confirm each item above has been dealt with and the account can be deleted.

For Contoso Legal LLP

Name _____

Signature _____

Date _____

For Harbour IT

Name _____

Signature _____

Date _____

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Make these changes in the Microsoft 365 admin centre. Data collected 12 Oct 2026, 06:36 UTC.