LEAVER CHECKLIST

Contoso Legal LLP

Dana Mason (d.mason_mason-legal.example#EXT#@contoso.onmicrosoft.com)

Harbour IT

ACCOUNT	SIGN-IN	DATE	DATA COLLECTED
d.mason_mason-legal.example#EXT#@contoso.onmicrosoft.com	Allowed	29 Nov 2026	29 Nov 2026, 18:57 UTC

What is still attached to Dana Mason's account, and what to do about each item before the account is deleted.

Before you close this account 0

Nothing is left on this account in the data collected.

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 29 Nov 2026, 18:57 UTC.