



Catoosa County Government

800 LaFayette ST, Ringgold, GA 30736
Phone: 706-965-2500 Fax: 706-935-3112
www.catoosa.com

EMPLOYEE TECHNOLOGY - SEPARATION FORM

The below named Employee is (will be) no longer employed by Catoosa County Government.
Effective date/time of separation: _____

Please handle the following technology tools as follows:

TOOL

ASSIGNMENT INFORMATION

Network Access

Access will be terminated on the above effective date/time unless noted otherwise: Turn off access on: _____
(date/time)

_____@catoosa.com
(first name.last name)

Email

Please reset password and email settings; send new password to Department Head/Constitutional Officer

Please forward email to: _____

Please delete email account and archive emails

(Check all that apply)

Instructions to Department Head/Constitutional Officer:

- 1) Complete this form (if you need help, please call **Projects Administrator at 706-965-2500**)
- 2) Send form to **Catoosa Projects Administrator** via email to: christal.thomas@catoosa.com
- 3) *If it is an emergency*, please send email to either Randy Gibson (rgibson@rtctel.com) or Josh Roach (jroach@rtctel.com) and then call that person. Randy Gibson (423-605-1761) Josh Roach(706-965-1704)
- 4) Project Administrator will contact you when termination is completed.

EMPLOYEE NAME

DEPARTMENT HEAD/CONSTITUTIONAL OFFICER

DEPARTMENT

DATE