

Name_____

My last date of employment with YSSC is _____

_____I have returned all materials belonging to YSSC to the organization

_____I have removed all files I want from the computers and storage at
YSSC

_____If I have left personal items behind, they are available for the use of
YSSC and its staff and know they may be discarded

_____I agree to cooperate with YSSC staff if my help is needed to access
systems or files in the next _____ months

_____I understand that maintaining confidentiality of information I learned
regarding or via my work at YSSC is still required even when my employment
ends.

Signed _____

Date_____

Signature of Supervisor_____

Name of Supervisor_____