

# INDIVIDUAL ASSOCIATE RETURN REQUEST

Return Template for Individual Partner

<b>Submission Date</b>	
<b>Request Reference Number</b>	

## ASSOCIATE / PARTNER INFORMATION

<b>Full Name</b>	
<b>Associate ID</b>	
<b>Job Title / Role</b>	
<b>Department / Division</b>	
<b>Email Address</b>	
<b>Contact Number</b>	

## RETURN DETAILS

<b>Type of Return</b>	<input type="checkbox"/> Return from Leave of Absence <input type="checkbox"/> Return from Secondment / External Assignment <input type="checkbox"/> Equipment / Asset Return Only <input type="checkbox"/> Other
<b>Proposed Return Date</b>	
<b>Reason for Return</b>	

## ASSET & ACCESS RESTORATION

<b>Required Assets / Equipment</b>	
<b>IT / System Access Required</b>	

**AUTHORIZATION & SIGNATURES**

<b>Associate Signature</b>	<b>Managing Partner / Supervisor Signature</b>
_____	_____
Date:	Date:
_____	_____