

User Termination Report

Offboarding review and access evidence

This document records the terminated-user access state captured at report generation time and the evidence identifiers required to verify the stored snapshot, report lineage, and completion posture for audit review. The evidence hash reflects the underlying evidence payload at export time.

Executive summary

Evidence status

PENDING VERIFICATION

Access review

Pending verification

Evidence collected

Complete

Offboarding review

Employee	Title	Termination date	Reviewer
Avery Stone	Product Manager	2026-04-01	Jamie Admin
Employee ID	Department	Last active	Google deleted at
118204755017129846210	Product	2026-04-01 16:42 UTC	N/A
Location			
Remote			

Evidence summary

CATEGORY	SCOPE	STATUS	DETAILS
Access review	3 connected apps	Pending verification	2 reviewed • 1 pending
Access changes	2 revocations	Complete	2 removed • 0 active
Evidence collection	Snapshot, manifest, metadata	Complete	Evidence identifiers captured
Review posture	Exception review	Pending	Pending verification

Audit evidence context

Report ID	Generated	Evidence hash	Version
7f0b1a76-2a8d-4f2e-a33e-10b67a7dbf01	2026-04-02 18:15 UTC	e5f60718e5f60718e5f60718e5f60718e5f60718e5f60718e5f60718e5f60718	3

Section A: Offboarding Checklist Verification

CT-A

SYSTEM/TOOL NAME	ACCESS LEVEL	STATUS	VERIFICATION SOURCE	LAST VERIFIED
Google Workspace	Admin	Removed	Google Admin	2026-04-01 18:22 UTC
Slack Enterprise Grid	User	Removed	Slack SCIM	2026-04-01 18:35 UTC
Salesforce Production	User	Unknown - Review Required	Connector	2026-04-01 18:42 UTC

Section B: Verification Detail Ledger

CT-B

SYSTEM AND ACCOUNT	STATUS	LAST VERIFIED	VERIFICATION	ISSUE AND REFERENCE
Google Workspace Access level: Admin Account key: avery.stone@northwind.example	Removed	2026-04-01 18:22 UTC	Google Admin / Admin Sdk / Verified	Issue: None Verified by: Not recorded at 2026-04-01 18:22 UTC Performed by: Jamie Admin (System Administrator) Reference: REF-01

SYSTEM AND ACCOUNT	STATUS	LAST VERIFIED	VERIFICATION	ISSUE AND REFERENCE
Slack Enterprise Grid Access level: User Account key: U08123ABC	Removed	2026-04-01 18:35 UTC	Slack SCIM / Connector Check / Verified	Issue: None Verified by: Not recorded at 2026-04-01 18:35 UTC Performed by: Jamie Admin (System Administrator) Reference: REF-02
Salesforce Production Access level: User Account key: avery.stone@northwind.example	Unknown - Review Required	2026-04-01 18:42 UTC	Connector / Manual Review / Unverified	Issue: Final validation is waiting on a manual administrator confirmation. Verified by: Not recorded at 2026-04-01 18:42 UTC Performed by: Jamie Admin (System Administrator) Reference: REF-03

Section C: Evidence and Integrity Chain

CT-C

EVIDENCE FIELD	RECORDED VALUE
Report identifier	7f0b1a76-2a8d-4f2e-a33e-10b67a7dbf01
Generated timestamp	2026-04-02 18:15 UTC
Report version	3

EVIDENCE FIELD	RECORDED VALUE
Employee email	avery.stone@northwind.example
Evidence hash	e5f60718e5f60718e5f60718e5f60718e5f60718e5f60718e5f60718e5f60718e5f60718
Snapshot SHA-256	a1b2c3d4a1b2c3d4a1b2c3d4a1b2c3d4a1b2c3d4a1b2c3d4a1b2c3d4a1b2c3d4
Evidence manifest SHA-256	e5f60718e5f60718e5f60718e5f60718e5f60718e5f60718e5f60718e5f60718e5f60718
Previous manifest SHA-256	9abcdeff9abcdeff9abcdeff9abcdeff9abcdeff9abcdeff9abcdeff9abcdeff9abcdeff
Evidence chain depth	3
Evidence snapshot captured at	2026-04-02 18:15 UTC
Open access records at generation	1
Compliance basis	Open access remains

Detailed Verification Entries

CT-D

REFERENCE	SYSTEM	STATUS	VERIFICATION DETAILS	VERIFIER	LAST VERIFIED
REF-01	Google Workspace	Removed	Google Admin / Admin Sdk / Verified / Account: avery.stone@northwind.example	Verifier not recorded	2026-04-01 18:22 UTC
REF-02	Slack Enterprise Grid	Removed	Slack SCIM / Connector Check / Verified / Account: U08123ABC	Verifier not recorded	2026-04-01 18:35 UTC
REF-03	Salesforce Production	Unknown - Review Required	Connector / Manual Review / Unverified / Account: avery.stone@northwind.example / Issue: Final validation is waiting on a manual administrator confirmation.	Verifier not recorded	2026-04-01 18:42 UTC

Control Traceability Index

REFERENCE CROSSWALK ONLY — This report is intended to assist in mapping organizational activities against cited compliance frameworks and does not represent, warrant, or guarantee full compliance, certification, or the complete satisfaction of any framework requirement. Independent verification by a qualified auditor is required for formal certification purposes.

REF	REPORT SECTION	EVIDENCE FOCUS	SOC 2	NIST SP 800-53 REV. 5
CT-A	Section A: Offboarding Checklist Verification	Access removal and termination de-provisioning verification.	CC6.3	AC-2 PS-4
CT-B	Section B: Verification Detail Ledger	Detailed review evidence supporting access adjustment, removal, and reviewer follow-up.	CC6.3 CC2.1	AC-2 AU-6
CT-C	Section C: Evidence and Integrity Chain	Protected, retained, and verifiable evidence supporting the control record.	CC2.1	AU-9 AU-11
CT-D	Detailed Verification Entries	Expanded reference entries inheriting the detailed verification control mapping.	CC6.3 CC2.1	AC-2 AU-6

The evidence hash reflects the underlying evidence payload at export time; it does not assert certification or guarantee satisfaction of any compliance framework. The snapshot hash and evidence-manifest hash identify the canonical JSON records stored at generation time.