



Bern,

After completion of the work at the Institute of Ecology and Evolution, the signature of the person in charge confirms, that

\_\_\_\_\_ (first name, surname)

has no further engagement at the Institute. The key deposit can be reimbursed, after return of keys and badge card.

AREA	KEYWORDS	RESPONSIBLE	SIGNATURE
Laboratory / working group	Working area cleaned up, disposal, freezer, fridges	Laboratory technician	
Division	Working area cleaned up, material left, data transfer, correspondence, manuscript	Supervisor	
		Head of division	
Division	Absence table	Head of division	
IT	Account deactivated on server	IT responsible	
Housekeeping	Keys office/laboratory, etc. wardrobe, Badge Card	Caretaker	
Secretariat	Reimbursement of the key deposit	Secretary	
	My home address:		
	_____		
	_____		
	My IBAN Number:		