



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	Secretary	
IT	All electronic devices returned	IT team	
Housekeeping	Keys office/laboratory/cellar, wardrobe etc.	Caretaker	
Secretariat	Reimbursement of the key deposit My home address:	Secretary	
	My IBAN Number:		