# Sample Offboarding Request Form – Field Definitions

## Form Fields

* Employee Name (Text, Required)
* Last Working Day (Date Picker, Required)
* Department (Dropdown: IT, HR, Sales, etc.)
* Reason for Departure (Dropdown: Voluntary, Termination, Other)
* Equipment Checklist Required? (Checkbox, Optional)
* Security Notification Needed? (Checkbox, Optional)

## Conditional Logic

* Show Equipment Checklist if 'Equipment Checklist Required?' is selected.
* Notify the Security group if 'Security Notification Needed?' is selected.