

End-of-Service Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: End-of-Service Communication

Dear [Employee Name],

We are writing to formally notify you that your IT services will be ending on [End Date]. This decision comes as a result of [reason for end-of-service, e.g., project completion, role change, etc.].

Please take note of the following important details regarding your end-of-service:

- All company-owned devices must be returned by [Return Date].
- Access to company systems will be revoked after [Access Revocation Date].
- If applicable, please ensure that all personal data is backed up prior to your access being removed.

We appreciate your contributions and wish you all the best in your future endeavors.

Thank you.

Sincerely,
[Your Name]
[Your Position]
[Company Name]