

# Final IT Clearance

Date: [Insert Date]

To,

[Employee's Name]  
[Employee's Designation]  
[Employee's Department]  
[Company Name]

Subject: Final IT Clearance

Dear [Employee's Name],

This letter serves to confirm your final IT clearance as part of your exit process from [Company Name]. We have conducted a thorough review of all company assets and accounts assigned to you.

As of [Exit Date], the following items and accounts have been cleared:

- Company Laptop: [Yes/No]
- Mobile Device: [Yes/No]
- Access to Company Software: [Revoked/Active]
- Email Account: [Deactivated/Active]

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

Thank you,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]