

IT Access Termination

Date: [Insert Date]

To: [Employee's Name]

Subject: Termination of IT Access

Dear [Employee's Name],

As part of the exit process, we are formally notifying you that your IT access will be terminated effective [termination date]. This includes access to all company systems, email accounts, and hardware assigned to you.

Please ensure that you have returned all company property by your last working day, which is [last working day]. If you have any data or files stored on your devices, it is your responsibility to transfer them according to our data retention policy.

If you have any questions or need further assistance during this transition, please contact the IT department.

Thank you for your contributions during your time with us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]