

IT Account Deactivation Notice

Date: [Insert Date]

To: [Employee Name]

From: IT Department

Subject: Notice of IT Account Deactivation

Dear [Employee Name],

As part of our standard procedure following your resignation from [Company Name] effective [Last Working Day], we will be deactivating your IT accounts associated with the company, including but not limited to:

- Email Account: [Email Address]
- Access to Company Network
- Software and Applications

The deactivation process will be completed by [Deactivation Date]. Please ensure that you have backed up any personal files or information needed prior to this date.

If you have any questions regarding this process, please feel free to reach out to the IT Department.

Thank you for your time and contributions to the team. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

IT Department

[Company Name]