

# IT Exit Process Notification

Dear [Employee's Name],

As you prepare to transition out of [Company Name], we wanted to inform you about the IT exit process that you will need to follow.

## 1. Return of Equipment

Please return all company-owned devices, including but not limited to:

- Laptop
- Mobile Phone
- Access Cards

## 2. Email and Account Access

Your company email and accounts will be disabled on your last working day, [Last Working Day]. Please ensure that you back up any important files or emails prior to this date.

## 3. Final Checklist

Before your departure, please complete the following:

- Submit any pending IT support tickets.
- Notify your manager of any outstanding projects.
- Schedule an exit interview with HR.

If you have any questions about the exit process, please do not hesitate to reach out to the IT department at [IT Department Contact Information].

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]