

IT Support Closure Confirmation

Date: [Insert Date]

To: [Employee Name]

Subject: IT Support Closure Confirmation - [Employee Name]

Dear [Employee Name],

We would like to take a moment to acknowledge your resignation from [Company Name] effective [Last Working Day]. As part of your offboarding process, we have deactivated your IT access as of that date.

Your email account and related IT services have been closed. Please ensure that you have saved any necessary files or data prior to this deactivation.

Should you have any further inquiries or require assistance regarding your data, please feel free to reach out to the IT department at [IT Department Contact Email].

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]