

# IT Transition Planning for Employee Exit

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: IT Transition Planning for Your Departure

Dear [Employee Name],

As part of our IT transition planning, we are reaching out to ensure a smooth process during your exit from the company on [Last Working Day]. We appreciate your contributions and want to make this transition as seamless as possible.

## Key Steps for Transition

1. **Knowledge Transfer:** Please schedule a meeting with your team to discuss ongoing projects and outstanding tasks.
2. **Equipment Return:** Ensure that all company equipment, including laptops, mobile devices, and peripherals, are returned by your last working day.
3. **Account Deactivation:** We will need you to provide a list of all accounts and access rights that need to be transferred or deactivated.

We appreciate your cooperation in this matter. Please let us know if you have any questions or require assistance during this transition.

Thank you for your attention to these important steps.

Sincerely,

[Your Name]

[Your Position]

[Company Name]