

# IT System Access Termination Notice

Dear [Employee's Name],

We regret to inform you that due to company downsizing, your position has been eliminated effective [Effective Date]. As a result, your access to all IT systems will be terminated on the same date.

Please ensure that you have saved all relevant documents and completed any necessary handover processes with your team. Your final paycheck, along with any accrued benefits, will be provided as per company policy.

If you have any questions or require further assistance, please feel free to reach out to [HR Contact Information].

We appreciate your contributions to the company and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]