

# Access Termination Notification

Date: [Insert Date]

To: [Employee/Contractor Name]

[Employee/Contractor Address]

Dear [Employee/Contractor Name],

This letter is to formally notify you that your access to the IT systems of [Company Name] will be terminated effective [Termination Date], in accordance with the conclusion of your contract.

Please ensure that you have saved all necessary data and returned any company property by the termination date. Your access credentials will be deactivated immediately on that date.

Thank you for your contributions during your time with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]