

# IT System Access Termination Notice

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We acknowledge your resignation from [Company Name] effective [Last Working Day]. As per our company policy, it is necessary to terminate your access to our IT systems and resources.

Effective [Termination Date], the following access rights will be revoked:

- Company Email Account
- Network Access
- Access to [Specific Applications/Systems]

Please ensure that all company property and related information is returned to your supervisor before your last working day. If you have any questions or need assistance during this transition, feel free to reach out to the HR department.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]