

IT System Access Termination

Date: [Insert Date]

To: [Intern's Name]

From: [Your Name]

Subject: Termination of IT System Access

Dear [Intern's Name],

We would like to take this opportunity to thank you for your contributions during your internship at [Company Name]. As your internship is coming to an end on [End Date], we need to initiate the process of terminating your access to our IT systems.

Your access to all company systems, including email, company applications, and network resources, will be revoked on [Termination Date]. Please ensure that you have saved any personal files and transferred important documents before this date.

If you have any questions or need assistance in this transition, please do not hesitate to reach out.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]