

IT System Access Termination Notice

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Employee ID: [Employee ID]

Dear [Employee's Name],

We regret to inform you that, effective immediately, your access to the company IT systems has been terminated due to misconduct that has been reviewed and substantiated by the management. This decision is in accordance with our company policies and procedures.

The specific reasons for this termination include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Please return all company property, including access cards, devices, and any confidential information, to your supervisor by [insert deadline]. Failure to comply may result in further action.

If you have any questions or wish to discuss this matter further, please contact [HR Contact Name] at [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]