

# Access Termination Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We regret to inform you that your access to the IT systems of [Company Name] has been terminated effective immediately due to a violation of our IT policy.

Details of the violation include:

- [Brief description of the policy violation]
- [Any additional relevant information]

It is essential that all employees adhere to company policies to maintain a secure working environment. Your actions having violated our policies have resulted in this necessary action.

All company property, including any data, documents, or equipment, must be returned immediately. Please arrange a meeting with your Supervisor to discuss the next steps.

Should you have any questions regarding this decision, you may contact [HR Contact Name] at [HR Contact Email/Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]