

IT System Access Termination Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Termination of IT System Access - Role Change

Dear [Employee's Name],

We would like to inform you that due to your recent role change effective [Insert Date], your access to the IT systems associated with your previous position will be terminated.

Please ensure that you have saved all necessary files and completed any required tasks before your access is revoked on [Insert Access Termination Date]. Your new role will have a different set of access requirements, which will be communicated to you shortly.

If you have any questions or require further assistance during this transition, please do not hesitate to reach out to your manager or the IT department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]