

Notice of Termination of IT System Access

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

This letter serves as formal notice regarding the termination of your access to the company's IT systems, effective immediately. This action has been taken following an investigation that confirmed unauthorized access to sensitive information.

The security of our systems is of utmost importance, and any breaches will not be tolerated. Therefore, you are required to return any company property, including access cards and devices, to your immediate supervisor.

If you have any questions regarding this decision, please contact the HR department.

Sincerely,

[Your Name]

[Your Position]

[Company Name]