

# Confidential Information Access Revocation Notice

Date: [Insert Date]

To: [Employee Name]  
[Employee Position]  
[Company Name]  
[Company Address]

Dear [Employee Name],

This letter serves as formal notification that your access to confidential information related to [specific information or system] has been revoked effective immediately.

The decision to revoke your access has been made based on [brief explanation of the reason, if appropriate], and is in accordance with [reference company policy or legal requirement].

Please ensure that you cease any activities relating to this information and return any materials or resources associated with it to your supervisor by [return deadline].

If you have any questions regarding this notice, please contact [Contact Person/Department] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Contact Information]