

Date: [Insert Date]

To: [Employee Name]

Subject: Offboarding: Software Revocation and IT Equipment Return

Dear [Employee Name],

As part of your offboarding process, please follow the instructions below regarding the return of company property and the termination of system access.

1. Software and System Access

Effective [Insert Date/Time], your access to all company systems, including email, Slack, VPN, and internal software tools, will be revoked. Please ensure you have saved any personal documents or information before this time, as you will no longer be able to log in.

2. IT Equipment Return

Please return the following items to the IT Department by [Insert Date]:

- Laptop and charger
- Monitor(s) and cables
- Mobile phone and accessories
- Company ID badge/Key cards
- External hard drives or USB tokens
- [Insert Additional Items]

3. Return Instructions

You may return the equipment using one of the following methods:

- **In-Person:** Deliver to the IT desk at [Insert Location] between 9:00 AM and 5:00 PM.
- **Shipping:** Use the prepaid shipping label provided in the attached file and drop the package at any [Insert Carrier Name] location.

All returned equipment will be inspected for damage. If you have any questions regarding this process, please contact [Insert Name/Department] at [Insert Email Address].

Thank you for your cooperation and your contributions to the company.

Regards,

[Your Name]

[Your Title]

[Company Name]