**Campaign Kick Off Notification**

To: <self>

Bcc: <all users with assigned reviews>

Subject: Input Required: [Campaign Name] Access Certifications

Internal security and GRC teams are conducting our periodic access certifications. Access certifications are an important tool that helps us ensure that we restrict access to sensitive systems and infrastructure to an as-needed basis. We have identified you as a critical reviewer of access levels either because you are a manager of an employee with sensitive access or you are responsible for applications or resources that are in scope for review.

Please find your access certifications <here>.

Inputs on whether access should be maintained, revoked, or changed is required by [mmm dd]. Please promptly complete these reviews as they are essential for us to meet our security and external compliance objectives. If you have questions, please email me directly or join the discussion in slack @ [#-channel name].

**Campaign Reminder Notification**

To: <self>

Bcc: <all users with assigned reviews>

Subject: Reminder: [Campaign Name] Access Certifications

This is a friendly reminder that your input is required for our periodic access certifications. These reviews are due by [mmm dd]. You can find access certification assigned to you <here>.

Please promptly complete these reviews as they are essential for us to meet our security and external compliance objectives. If you have questions, email me directly or join the discussion in slack @ [#-channel name].

**Campaign Certifications Overdue Notification**

To: <self>

Bcc: <all users with assigned reviews>

Subject: Overdue - Action Required: [Campaign Name] Access Certifications

Your assigned access certifications are overdue. Please provide the input required on these certifications as quickly as possible as we need to close out this effort and ensure the necessary access changes are made promptly. You can find access certification assigned to you <here>.

If you have questions, email me directly or join the discussion in slack @ [#-channel name].