

Network Access Restoration Request

Date: [Insert Date]

To: [IT Department/Network Administrator]

From: [Your Name]

Subject: Request for Network Access Restoration for New Hire

Dear [IT Department/Network Administrator],

I hope this message finds you well. I am writing to request the restoration of network access for our new hire, [New Hire's Name], who has recently joined our team as [Job Title].

Details of the new hire are as follows:

- **Name:** [New Hire's Name]
- **Email:** [New Hire's Email]
- **Department:** [Department Name]
- **Start Date:** [Start Date]

Access to the company network, internal systems, and resources is essential for [New Hire's Name] to effectively perform their job responsibilities. I would appreciate it if you could expedite this request to ensure a smooth onboarding process.

Thank you for your prompt attention to this matter. Please let me know if you need any further information.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]