

Network Access Permission Letter

Date: [Insert Date]

To: [Intern's Name]

Position: Intern

Department: [Department Name]

Dear [Intern's Name],

We are pleased to inform you that you have been granted access to the company's network for the duration of your internship. This access will enable you to perform your duties effectively and collaborate with team members.

Please adhere to the following guidelines while using the network:

- Only access information relevant to your assigned tasks.
- Maintain the confidentiality of all sensitive information.
- Report any suspicious activity to your supervisor immediately.

If you have any questions or need assistance with network access, please do not hesitate to reach out to [IT Department Contact Information].

Thank you, and we wish you a productive internship!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]