

Network Access Permission Renewal Notification

Dear [Employee's Name],

This is to inform you that your network access permission is up for renewal. Please review the following details:

- **Employee ID:** [Employee ID]
- **Current Access Level:** [Current Access Level]
- **Renewal Date:** [Renewal Date]

To ensure uninterrupted access, please complete the renewal process by [Deadline]. If you have any questions or require assistance, feel free to contact the IT department.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]