

Network Access Permission Request

Date: [Insert Date]

To: [IT Department/Manager Name]

From: [Your Name]

Subject: Request for Network Access for New Employee

Dear [IT Department/Manager Name],

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

Please find the details of the new employee below:

- Full Name: [New Employee's Name]
- Job Title: [New Employee's Job Title]
- Department: [Department Name]
- Start Date: [Insert Start Date]

Access is needed to the following resources:

- [Resource 1]
- [Resource 2]
- [Resource 3]

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]