

Remote Access Permission Letter

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

This letter serves to formally grant you permission for remote access to the IT resources of [Company Name]. This access will allow you to perform your duties effectively while working from a remote location.

Access includes, but is not limited to:

- Company email
- Shared drives
- Internal databases
- Other specified applications

Please adhere to all company policies regarding IT security and data protection while using remote access. Any unauthorized use of the IT resources may result in disciplinary action.

If you have any questions or require further assistance, please feel free to reach out to the IT department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]