

System Access Verification Letter

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Dear [Employee Name],

Welcome to [Company Name]! We are pleased to have you as part of our team.

As part of your onboarding process, we need to verify your access to our systems. Please complete the following steps:

1. Confirm your company email address: [Insert Email]
2. Access your employee portal using the temporary password: [Insert Temporary Password]
3. Change your password upon first login.
4. Review and accept the IT Security Policy.

If you encounter any issues, please contact the IT Help Desk at [Help Desk Email] or [Help Desk Phone Number].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]