

# System Access Verification

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: System Access Verification for Remote Work

Dear [Employee Name],

This letter is to confirm that you have been granted access to the necessary systems required for your remote work as [Employee's Position] in accordance with company policies.

Please adhere to the following guidelines during your remote work:

- Ensure your device is secure and regularly updated.
- Use a Virtual Private Network (VPN) when accessing company resources.
- Report any suspicious activity to IT immediately.

Your access details are as follows:

- Username: [Insert Username]
- Temporary Password: [Insert Password]

For any assistance, please do not hesitate to contact the IT department at [IT Support Contact Information].

Best regards,

[Manager/Supervisor Name]

[Manager/Supervisor Title]

[Company Name]