

# System Access Verification

Date: [Insert Date]

To Whom It May Concern,

This letter serves to verify that [Temporary Staff's Name], who has been hired as a temporary staff member in the [Department/Team Name], has been granted access to the necessary systems required to perform their duties effectively.

Access Details:

- Employee ID: [Employee ID]
- Access Level: [Access Level]
- System(s) Accessed: [List of Systems]
- Access Start Date: [Start Date]
- Access End Date: [End Date]

Please ensure that [Temporary Staff's Name] is provided with any additional resources needed for their temporary role.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]