

# Remote Access Setup Confirmation

Dear [Employee Name],

We are pleased to inform you that your remote access setup has been successfully completed. You are now able to access the company network and resources from your home or any remote location.

Please find the details of your remote access setup below:

- **Username:** [Username]
- **Password:** [Temporary Password]
- **VPN Link:** [VPN URL]

For security purposes, please change your temporary password upon your first login. If you encounter any issues or have questions, feel free to reach out to the IT support team at [IT Support Email] or call [IT Support Phone Number].

Welcome to the team!

Best Regards,  
[Your Name]  
[Your Position]  
[Company Name]