Remote Access Setup Confirmation

Dear [Employee's Name],

We are pleased to inform you that your remote access setup has been successfully configured. You are now authorized to access the company's network and resources from your remote location.

Access Details:

- **Username:** [Your Username]
- **Password:** [Your Temporary Password]
- **Access Method:** [VPN/Remote Desktop/Other]

Please ensure you keep your credentials secure and do not share them with anyone. If you experience any issues while accessing the network, feel free to reach out to the IT support team at [IT Support Email].

This access is temporary and will remain valid until [End Date]. Please plan to return any company-owned equipment or terminate your access as instructed upon completion of your assignment.

Thank you for your cooperation.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]