

# Remote Access Provision Instructions

Dear [Employee Name],

We are pleased to provide you with remote access to our company's network. Please follow the instructions below to set up your access:

## Step 1: Install VPN Client

Download and install the VPN client from the following link: [Download VPN Client](#).

## Step 2: Configure VPN Settings

1. Open the VPN client.
2. Enter the following server address: [VPN Server Address].
3. Input your credentials: Username - [Your Username], Password - [Your Password].

## Step 3: Connect to VPN

Click on the "Connect" button to establish a secure connection to the company's network.

## Step 4: Access Company Resources

Once connected, you can access company resources including shared drives and applications.

If you encounter any issues, please contact the IT Helpdesk at [Helpdesk Contact Information].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]