

Access Rights Confirmation Letter

Date: [Insert Date]

To:

[Employee/Recipient Name]

[Employee/Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

This letter serves to confirm your access rights for the [System Name] system.

Your assigned access rights are as follows:

- Access Level: [Insert Access Level]
- Modules: [Insert Applicable Modules]
- Effective Date: [Insert Effective Date]
- Expiration Date: [Insert Expiration Date, if applicable]

Please ensure that you follow the company's IT policies and guidelines while using the system. Should you have any questions regarding your access rights or need further assistance, feel free to contact the IT support team.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]