

Access Confirmation Letter

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Dear [Employee Name],

We are pleased to inform you that your request for access to the [IT System Name] has been approved. You are now authorized to access the system with the following credentials:

- Username: [Insert Username]
- Password: [Insert Password]

Please ensure that you keep your login credentials secure and do not share them with anyone. If you encounter any issues while accessing the system, please do not hesitate to reach out to the IT support team at [IT Support Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]