

Network Access Approval for Temporary Contractor

Date: [Insert Date]

To: [Contractor's Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

We are pleased to inform you that your request for network access during your temporary contract period with [Company Name] has been approved. You are granted access to the following systems:

- System A
- System B
- System C

Your access will commence on [Start Date] and will remain valid until [End Date]. Please ensure you adhere to our security policies and guidelines during your access period.

If you have any questions or require further assistance, please do not hesitate to contact the IT department at [IT Department Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]