

Network Access Request Confirmation

Date: [Insert Date]

To: [Intern's Name]

From: [Your Name]

Subject: Confirmation of Network Access Request

Dear [Intern's Name],

We are pleased to inform you that your request for network access has been successfully processed. You are now granted access to the company network as part of your internship program.

Please find your login credentials below:

- Username: [Intern's Username]
- Password: [Intern's Password]

We recommend that you change your password upon your first login for security purposes. If you encounter any issues or have any questions, please do not hesitate to contact the IT department at [IT Department Contact Information].

Welcome aboard, and we wish you a successful internship!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]