

Network Access Validation for Remote Workers

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Employee ID]

Department: [Department Name]

From: [Your Name]

Title: [Your Title]

Company: [Company Name]

Dear [Employee Name],

We are conducting a routine validation of network access for our remote workforce. This process is essential to ensure the security and integrity of our company's data and resources.

Please provide the following information to confirm your current network access:

- Your primary device used for remote access
- Operating system version
- VPN service details (if applicable)
- Any additional devices that have access to company resources

Kindly submit this information by [Insert Deadline Date] to ensure uninterrupted access to our network.

If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]