

# Password Reset Request

Dear [Employee Name],

We have received a request to reset the password for your corporate network account. Please follow the steps below to reset your password:

1. Visit the password reset portal: [Password Reset Portal](#)
2. Enter your corporate email address and click 'Submit'.
3. Check your email inbox for a password reset link. If you do not see it within a few minutes, please check your spam/junk folder.
4. Click on the link provided in the email.
5. Follow the on-screen instructions to create a new password.

If you encounter any issues during this process, please feel free to contact the IT support team at [IT Support Email] or call [IT Support Phone Number].

Thank you for your attention to this matter.

Best regards,

[Your Company Name] IT Department