

IT Systems Access and Setup Email

Subject: IT Systems Setup - Action Required Before [Start Date]

Dear [Employee Name],

Welcome to [Company Name]! Our IT team has begun setting up your technology access and equipment for your start date.

Your Equipment:

- [Laptop Model/Desktop] - Ready at your workstation
- [Monitor/Accessories] - Already configured
- [Phone Extension] if applicable
- [Security Badge] - Collect from Reception on Day 1

Your Accounts (credentials will be provided on Day 1):

- Email: [email address]
- Company Intranet Access
- [Software/Systems specific to role]
- VPN Access (if remote work applies)

Action Required Before Your Start Date:

Please create your Microsoft/Google account password at [link] using the temporary credentials sent in a separate secure email. This must be completed by [Date] to ensure system access on your first day.

On your first day, report to the IT Department at 11:30 AM (see orientation schedule) where we will:

- Provide your equipment and login credentials
- Set up multi-factor authentication
- Install required software
- Configure email and calendar
- Answer any technical questions

Important Security Notes:

Never share your passwords with anyone

Enable multi-factor authentication on all systems

Report any suspicious emails to security@[company].com

For urgent IT questions before your start date, contact our helpdesk at [Phone/Email].

Best regards,

[IT Manager Name]

IT Department

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