

Dear [Recipient Name],

Welcome to [Company/Organization Name]! We are excited to have you with us.

To help you get started, we have created a personal account for you on our Digital Portal. This portal allows you to manage your profile, access important documents, and stay updated with our latest announcements.

How to Access Your Portal

Please follow these steps to log in for the first time:

1. Visit the portal website at: [URL Link]
2. Enter your Username: [Username/Email]
3. Enter your Temporary Password: [Temporary Password]
4. Follow the prompts to create a new, secure password.

Available Features

- View and update contact information.
- Access digital resources and training materials.
- Submit requests and track their status.
- Receive direct notifications and updates.

If you experience any technical issues or have questions regarding your account, please contact our support team at [Support Email Address] or call [Phone Number].

We look forward to working with you.

Best regards,

[Sender Name]

[Title]

[Company Name]