

[Date]

[Recipient Name]  
[Recipient Job Title]  
[Company Name]  
[Company Address]

Subject: Acknowledgement of Employer Portal Access

Dear [Recipient Name],

This letter confirms that you have been granted administrative access to the [Company Name] Employer Portal, effective as of [Date].

By accessing this portal, you acknowledge and agree to the following terms:

- You will use the portal strictly for authorized business purposes.
- You will maintain the confidentiality of your login credentials and will not share them with others.
- You understand that all data accessed within the portal is sensitive and must be handled in accordance with company privacy policies and data protection laws.
- You will immediately report any unauthorized access or security concerns to the IT Department.

Your login ID is: [User ID/Email Address]

Please log in at your earliest convenience to set up your password and verify your account details. If you require assistance or training on how to use the portal, please contact [Department/Contact Person].

Please sign below to acknowledge receipt of this access and your agreement to the terms stated above.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]

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**Employee Acknowledgement:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_