

Date: [Insert Date]

To: [Name of ATS Provider/IT Department]

From: [Authorizing Manager Name]

Subject: Applicant Tracking System (ATS) Access Authorization

Dear [Name or Support Team],

This letter serves as official authorization to grant Applicant Tracking System access to the following employee(s):

Full Name: [Employee Name]

Job Title: [Employee Job Title]

Email Address: [Employee Email]

Department: [Department Name]

Access Level/Role: [e.g., Recruiter, Hiring Manager, Read-Only]

The aforementioned individual is authorized to access the system effective as of [Start Date]. This access is required for the purpose of [briefly state reason, e.g., managing recruitment workflows and candidate data].

The user has been briefed on company data privacy policies and agrees to handle all candidate information in compliance with [Relevant Data Protection Laws/Company Policy].

Please notify [Name of Contact] once the account setup is complete.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]