

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Approval of Access to Client Relationship Management (CRM) Software

Dear [Employee Name],

We are pleased to inform you that your request for access to the [Name of CRM Software, e.g., Salesforce/HubSpot] has been approved, effective [Start Date].

Your account has been configured with the following permissions: [List Role, e.g., View Only/Editor/Administrator].

Login Credentials:

- **Username:** [User Email or ID]
- **Temporary Password:** [Temporary Password or "Link Sent via Email"]

Security Guidelines:

- Do not share your login credentials with any other individual.
- Ensure you use a strong password and enable Multi-Factor Authentication (MFA).
- Access to client data is strictly for professional use and must comply with our company's Data Privacy Policy.

If you encounter any technical difficulties during your first login, please contact the IT Support Desk at [Phone Number/Email].

Regards,

[Your Name]

[Your Title]

[Company Name]