

Subject: Access Granted: LinkedIn Recruiter Seat and Software Provisioning

Dear [Employee Name],

Welcome to the [Department Name] team. To support your recruiting activities, we have provisioned your access to the necessary software tools.

1. LinkedIn Recruiter

Your LinkedIn Recruiter seat has been assigned to your professional email address. To activate your seat, please check your inbox for an invitation email from LinkedIn and follow the "Accept Invitation" link.

2. Additional Software Provisioning

The following accounts have also been created for you:

- Applicant Tracking System (ATS): [Tool Name]
- Sourcing Extension: [Tool Name]
- Communication Tool: [Tool Name]

Next Steps:

- Log in using your company Single Sign-On (SSO) credentials.
- Complete the mandatory security training for data privacy.
- Review the team's standard operating procedures in the shared drive.

If you encounter any issues logging in, please contact the IT Helpdesk at [Email/Phone Number].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]