

Date: [Insert Date]

To: IT Department / Provisioning Team

Subject: Hardware and Software Access Request for New Hire

Dear IT Team,

Please initiate the setup for the following new employee joining the Talent Acquisition team.

Employee Details:

- Full Name: [Employee Name]
- Job Title: [e.g., Talent Acquisition Specialist]
- Start Date: [Date]
- Department: Talent Acquisition / HR
- Manager: [Manager Name]

Hardware Requirements:

- Laptop: [e.g., MacBook Pro / Windows Dell XPS]
- Peripherals: [e.g., Monitor, Keyboard, Mouse, Headset]
- Mobile Device: [Yes/No]

Software and System Access:

- Applicant Tracking System (ATS): [e.g., Greenhouse, Lever, Workday]
- LinkedIn Recruiter License: [Yes/No]
- Job Board Access: [e.g., Indeed, Monster]
- Email & Calendar: [e.g., Outlook, Gmail]
- Communication Tools: [e.g., Slack, Microsoft Teams]
- Shared Drives/Folders: [List specific folders]

Please confirm once the hardware is ready for pickup/shipping and when the credentials have been generated.

Thank you,

[Your Name]

[Your Job Title]

[Your Department]