

[Date]

[Employee Name]

[Employee ID]

[Address]

**Subject: Access to Temporary Staffing Software Portal**

Dear [Employee Name],

Welcome to [Company Name]. To manage your assignments, timesheets, and payroll information, you have been granted access to our online staffing portal.

Please find your login credentials and access details below:

- **Portal URL:** [Web Address/Link]
- **Username:** [Username or Email Address]
- **Temporary Password:** [Password]

For security purposes, you will be prompted to change your password upon your first login. Please ensure your password meets the required security criteria.

Through this portal, you will be able to:

- View and accept work assignments.
- Submit weekly timesheets.
- Update your personal contact information.
- Access pay stubs and tax documents.

If you encounter any technical difficulties or have questions regarding the portal, please contact our IT Support Team at [Phone Number] or [Email Address].

Best regards,

[Sender Name]

[Title]

[Company Name]