

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: VDI Access Information

We are pleased to inform you that you have been granted access to our Virtual Desktop Infrastructure (VDI). This system will enable you to work efficiently and securely from any location.

Please find the necessary details for logging in:

****VDI Login Instructions**:**

- ****URL**:** [VDI Portal URL]

- ****Username**:** [Your Username]

- ****Temporary Password**:** [Temporary Password]

****Steps to Login**:**

1. Visit the VDI portal at the URL provided above.
2. Enter your username and temporary password.
3. Follow the prompts to change your password upon your first log-in.
4. Ensure that you have [any necessary software or hardware requirements, if applicable].

If you encounter any issues or have any questions, please do not hesitate to reach out to the IT support team at [IT Support Contact Information].

Thank you for your attention, and we wish you a productive experience on our VDI platform.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]