

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you join our team. As part of your onboarding process, we will be setting you up with access to our Virtual Network Computing (VNC) server. This will allow you to connect to the company's resources remotely.

**\*\*Access Details:\*\***

- **\*\*VNC Server Address:\*\*** [vnc.server.address]

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

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

**\*\*Instructions to Connect:\*\***

1. Download and install a VNC Viewer client (e.g., RealVNC, TightVNC) on your device.

2. Open the VNC Viewer and enter the VNC Server Address.

3. When prompted, enter your username and temporary password.

4. Upon first login, you will be required to change your temporary password to a secure one of your choice.

**\*\*Important Security Reminder:\*\***

Please do not share your login credentials with anyone. If you encounter any issues, contact our IT support team at [IT Support Email] or [IT Support Phone Number].

We look forward to your contributions and success at [Company Name]. If you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]