

Subject: New Employee Onboarding: Finance Department Access

Body: Please be aware that a new team member, John Adams, is starting today in the Finance department as a Junior Financial Analyst. He will require access to several key systems to perform his duties effectively. Please grant him access to our primary accounting software, the secure company drive for financial documents, and the expense management platform. Additionally, he will need to be added to the departmental mailing lists and the team's weekly meeting invite. The attached onboarding checklist provides a detailed list of all required access permissions. Please complete all necessary steps by the end of the day to ensure he can begin his work smoothly and without any delays.