

# Employee Access Authorization Form

This **employee access authorization form** sample provides a clear template for granting and managing workplace access permissions efficiently. It ensures that only authorized personnel gain entry, enhancing security protocols. Using this form helps streamline the authorization process and maintain accurate records.

Employee Information	
Employee Name:	<input type="text"/>
Employee ID:	<input type="text"/>
Department:	<input type="text"/>
Position>Title:	<input type="text"/>

Access Authorization Details	
Areas/Systems Authorized:	<input type="checkbox"/> Office Building <input type="checkbox"/> Server Room <input type="checkbox"/> Warehouse <input type="checkbox"/> HR Files <input type="checkbox"/> Other: <input type="text"/>
Access Level:	Full <input type="button" value="▼"/>
Authorization Period:	From: <input type="text"/> To: <input type="text"/>

Approvals	
Requested by (Name & Signature):	<input type="text"/>
Approved by (Name & Signature):	<input type="text"/>
Date of Approval:	<input type="text"/>