Employee Access Request Form

Use this **employee access request form** sample to streamline the process of granting access permissions within your organization. The form ensures that access rights are documented, authorized, and tracked efficiently. It helps maintain security and compliance by clearly defining user roles and access levels.

Employee Details

Full Name: [   ]

Employee ID: [   ]

Department: [   ]

Email Address: [   ]

Access Details

System/Resource: [   ]

Type of Access: [Select access level   ▼]

Reason for Access: [   ]

Duration of Access

From: [   ]   To: [   ]

Requester

Requested By: [   ]

Request Date: [   ]

Approvals

Manager Approval (Name): [   ]

Signature: [   ]

Date: [   ]

[Submit Request]