

Employee IT Usage Framework

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: IT Usage Framework Compliance

Dear [Employee Name],

As part of our commitment to maintaining a secure and productive work environment, we have established an IT Usage Framework that outlines the expectations regarding the use of company technology and resources.

Framework Overview

This framework is designed to ensure:

- Appropriate use of company devices and software.
- Compliance with data protection regulations.
- Security measures to prevent unauthorized access and data breaches.

Employee Responsibilities

As an employee, you are required to:

- Use company devices and software for business purposes only.
- Protect sensitive information and report any security incidents immediately.
- Participate in mandatory IT training and awareness programs.

Consequences of Non-Compliance

Failure to adhere to this framework may result in disciplinary action, including termination of employment.

Thank you for your attention to this important matter. Should you have any questions regarding the IT Usage Framework, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]