# Employee Technology Usage Guidelines

Date: [Insert Date]

To: [Employee Name]

From: [Your Name], [Your Position]

Subject: Employee Technology Usage Guidelines

Dear [Employee Name],

As part of our commitment to maintaining a productive and secure work environment, we would like to outline the technology usage guidelines that all employees are expected to adhere to. These guidelines are in place to protect both you and the company's resources.

## 1. Acceptable Use

Technology resources provided by the company are to be used for work-related purposes. Personal use should be minimal and should not interfere with your job responsibilities.

## 2. Security

All employees must ensure the security of their devices. This includes using strong passwords, locking screens when away from your workstation, and reporting any suspicious activity.

## 3. Software and Applications

Only authorized software and applications may be installed on company devices. Please consult with the IT department for any software needs.

## 4. Internet Usage

Web browsing should focus primarily on work-related content. Accessing inappropriate or non-work-related sites is strictly prohibited.

## 5. Compliance

By adhering to these guidelines, you contribute to a safer and more efficient workplace. Non-compliance may result in disciplinary action as per company policy.

For any questions or clarifications regarding these guidelines, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]