

Personnel Cyber Usage Policy

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

As part of our commitment to maintaining a secure and productive work environment, we are implementing a Cyber Usage Policy that outlines the acceptable use of our digital resources. This policy is designed to protect both you and the organization from potential cyber threats.

Policy Highlights:

- Proper use of company devices and networks.
- Restrictions on accessing inappropriate content.
- Guidelines for handling sensitive information.
- Consequences for policy violations.

Please take the time to read the full Cyber Usage Policy document attached to this letter. Your adherence to these guidelines is crucial for ensuring a safe and efficient working environment. Should you have any questions, feel free to reach out to your supervisor or the HR department.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]