

# Company's Technology Usage Responsibility Statement

Date: [Insert Date]

To: [Employee Name]

Subject: Technology Usage Responsibility Statement

Dear [Employee Name],

As a valued member of our team at [Company Name], it is important to us that you understand the responsibilities and expectations associated with the use of our technology resources.

- 1. Purpose:** The technology resources provided to you are intended to support the work and mission of [Company Name].
- 2. Acceptable Use:** Technology resources must be used in a manner that is responsible, ethical, and compliant with all applicable laws and regulations.
- 3. Confidentiality:** Employees must maintain confidentiality concerning proprietary and sensitive information.
- 4. Security:** You are responsible for safeguarding your login credentials and ensuring that you follow company protocols for data protection.
- 5. Violations:** Any misuse of technology resources may result in disciplinary action, up to and including termination.

We appreciate your cooperation in maintaining a responsible and secure technology environment. If you have any questions regarding this statement, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]