Software Usage Policy Clarification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Clarification of Software Usage Policy

Dear [Employee's Name],

I hope this message finds you well. I am writing to clarify our software usage policy as it pertains to the tools and applications used within our organization.

As you are aware, we have established guidelines to ensure that all software utilized is compliant with our licensing agreements and security protocols. Recently, it has come to my attention that there may be some misunderstandings regarding the permitted use of certain software.

To reiterate:

- Only software approved by the IT department should be installed on company devices.
- All software must be used strictly for work-related purposes.
- Unauthorized software installation is prohibited and can result in disciplinary action.

If you have any further questions or require additional clarification on this policy, please feel free to reach out. It is crucial that we all adhere to these guidelines to ensure a secure and compliant working environment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]